



# NORTHWEST FIRE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS  
COMMUNITY AND THE TOWN OF MARANA

*PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL*

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



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## REGULAR MEETING AGENDA

**Northwest Fire District Training Facility  
5125 W. Camino de Fuego  
Tucson, Arizona**

**Tuesday, February 28, 2017  
06:00 PM**

The Northwest Fire District Governing Board will meet in Public Session for a Regular Meeting on February 28, 2017, at 6:00 PM, in Building A of the Northwest Fire District Training Facility Located at 5125 W. Camino de Fuego, Tucson, AZ.

The following topics will be subject to Governing Board consideration, discussion, approval, or other action. All items on the agenda are set for possible action.

The order of the Agenda may be changed by order of the Board.

- I. Call to Order/Roll Call/Affirmation of Quorum**
- II. Salute to the Flag of the United States of America**
- III. Presentation of Service Awards**
- IV. Public Forum**

Speakers are limited to a three-minute oral presentation and may submit written comments of any length for Governing Board files. Those wishing to address the Governing Board should complete a Citizen Information Card prior to the meeting being called to order. The Governing Board is required under law to accept any materials presented. At the conclusion of the public forum, individual Board Members may respond to criticism made by those individuals who have addressed the Governing Board and may ask staff to review a matter and place it on a future agenda. However, Board Members may not discuss or take action on a matter raised during a call to the public, that is not already on the agenda, and are not obligated to comment upon materials or presentations made by the public.

- V. Consent Agenda**

The Consent Agenda contains items which might require action by the Board, but which are generally routine items not requiring Board discussion. Usually, a single motion will approve all items on the Consent Agenda, including any

resolutions. However, a Board Member may remove any item from the Consent Agenda, and that item will be discussed and voted upon separately.

Approval of Consent Agenda

- A. Approval of the Minutes of the January 24, 2017, Regular Governing Board Meeting
- B. Adoption of Resolution 2017-006 Ordering the Marana Parcels and the Migitty Lane Right-Of-Way Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Located in Marana, Pima County, Arizona
- C. Adoption of Resolution No. 2017-007 Ordering the Dove Mountain Resort Lot 69 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6163 W. Seven Saguaros Circle, North of Dove Mountain Boulevard and East of North Secret Springs Drive in Marana, Pima County, Arizona
- D. Approval to Purchase Twenty-Seven (27) Sets of Firefighter Turnout Gear.
- E. Approval to Award Request for Proposals (RFP) No. 1606 to Acquire Keyless Lock Systems for District Facilities.

**VI. Reports and Correspondence**

**A. Fire Chief's Report**

This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.

**B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

## **VII. Business**

- A. Overview, Discussion and Possible Action on Draft 2017-18 Baseline Budget Package and Secondary Assessed Values for Tax Year 2017-2018 Abstract from the Pima County Assessor's Office; Possible General Fund and Capital Fund Additions to the Draft Baseline Budget; Any and All District Revenues and Expenses May be Discussed and Acted Upon; the 2017-2018 Budget Process May Also be Discussed; the Draft Budget's Potential Impact on the District's Tax Rate May Also be Discussed; Advantages and Disadvantages of Any Budget Options Will Also be Discussed; Proposed Timing of Capital Expenses May Also be Discussed
- B. Discussion and Possible Action to Review Proposed Amendments and Suggest Additional Changes to the District's Bylaws.
- C. Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), (4) & (7), for Legal Advice and to Discuss the Board's Position and Instruct the District's Representatives Concerning Potential Acquisition of Real Property for Relocation of the District's Station No. 337 in the Dove Mountain Area. Following the Executive Session, the Board Might Take Action to Instruct the District's Representatives and Authorize Them to Enter into Formal Negotiations.
- D. Discussion and Possible Action for Design and Construction Administrative Services for the Remodeling and Renovation of Station 331.
- E. Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), for Legal Advice and to Consult with Its Attorney Concerning the District's Procedures for Hiring a New Fire Chief.
- F. Review and Discussion of the Fire Chief's Succession Plan, Including: Internal and External Costs for an Executive Recruiting Firm(S), Consideration of Conducting an Internal Promotion of a Qualified Employee to Fire Chief, and Revisiting the January 24, 2017, Board Memorandum on the Fire Chief's Succession Plan.

## **VIII. Future Agenda Items**

A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).

## **IX. Adjournment**

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George Carter, Board Chair

Two Board Briefing Books containing material related to the Board Meeting are available for public review the day before and the day of the Board Meeting during office hours at the Administration/Prevention and Safety Office located at 5225 W. Massingale Road, Tucson, Arizona 85743 – (520) 887-1010. The two Board Briefing Books are also available for public review at the Board Meetings.

The Northwest Fire District Board may vote to go into Executive Session on any agenda item pursuant to ARS §38-431.03 (A)(3) for discussion and consultation for legal advice with the Fire District Attorney on the matter(s) as set forth in the agenda item. Pursuant to Board Policy, from time to time, it might be necessary for a Board Member to attend a Board meeting via speakerphone.

The Northwest Fire District Training Facility is accessible to persons with disabilities. In compliance with the Americans with Disabilities Act (ADA), those persons with special needs, such as large-type face print or other reasonable accommodations, may request those through Heather D'Amico, by calling 887-1010, ext. 2905, before the meeting.

Posted February 23, 2017





## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

#### MEMORANDUM NO. 2017-18

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of Consent Agenda

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#### **RECOMMENDATION:**

Approve the consent agenda as presented

#### **MOTION:**

Move to approve items A through E on the February 28, 2017, Consent Agenda as presented.

#### **DISCUSSION:**

Use of the Consent Agenda can help streamline the meetings by saving time on routine items allowing more time for in depth discussion of items such as the Budget. Attached to this memo you will find a packet for each item on the Consent Agenda. If the Governing Board wants to treat any item as a regular agenda item, the item can be considered under the Business section. For ease of procedure, if the Board has amendments to the meeting minutes (Item A), that might be handled separately before moving on to the rest of the Consent Agenda items.

If an individual item(s) is selected for removal from the Consent Agenda, the above motion could be modified to approve that item(s) under Business.

#### **FISCAL IMPACT:**

None

#### **ALTERNATIVES:**

Move items to Business for further discussion and individual vote, approve only selected items, or table items

**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2017-19**

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval of the Minutes of the January 24, 2017, Regular Governing Board Meeting

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**RECOMMENDATION:**

Approve the minutes

**MOTION:**

Move to approve the minutes of the January 24, 2017, regular meeting

**DISCUSSION:**

The minutes of the January, 2017, regular meeting are attached for review.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

Approve the minutes with revisions or do not approve the minutes

**ATTACHMENTS:**

- DRAFT 1-24-17 (PDF)



# NORTHWEST FIRE DISTRICT

SERVING RESIDENTS OF THE NORTHWEST FIRE DISTRICT, THE FLOWING WELLS  
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PROUD TO BE ACCREDITED BY THE COMMISSION ON FIRE ACCREDITATION INTERNATIONAL

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



## Minutes of the Northwest Fire District Governing Board Regular Meeting January 24, 2017

# DRAFT

### I. Call to Order/Roll Call/Affirmation of Quorum

Attendee Name	Title	Status	Arrived
George Carter	Chairman	Present	
Bruce A. Kaplan	Vice Chair	Present	
David Talas	Board Member	Excused	
Peg Green	Board Member	Present	
Becky Hicks	Board Member	Present	

### II. Salute to the Flag of the United States of America

George Carter led the Pledge of Allegiance to the Flag.

### III. Presentation of Service Awards

Andrew Czosek was promoted to Captain. Assistant Chief Emans administered the loyalty oath.

### IV. Public Forum

No members of the public requested to speak at this time.

### V. Consent Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Becky Hicks, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, Peg Green, Becky Hicks
<b>EXCUSED:</b>	David Talas

### Approval of Consent Agenda

George Carter made the following motion, seconded by Becky Hicks and approved unanimously with four ayes:

MOVE TO APPROVE ITEMS A THROUGH L ON THE JANUARY 24, 2017, CONSENT AGENDA AS PRESENTED.

### A. Approval of the Minutes of the December 13, 2016, Regular Governing Board Meeting

- B. Adoption of Resolution No. 2017-001 Ordering the Pima County Parcels Annexation Pursuant to A.R.S. Section 48-262(I); the Parcels Are Located in Pima County, Arizona**
- C. Adoption of Resolution 2017-003 Approving Amendment No. 9 to the Intergovernmental Agreement for Dispatch Services with Golder Ranch Fire District**
- D. Adoption of Resolution No. 2017-004 Ordering the Joseph M. Parsons Annexation, Pursuant to A.R.S. Section 48-262(I); the Parcel Numbers Are 21718001J, 21718001N, 21718001F, 217180050, 21718003B, 217180040, 217180060 and 21718007C; the Annexation Area is Located North of Marana Road in Marana, Pima County, Arizona**
- E. Adoption of Resolution No. 2017-005 Ordering the Joseph C. Parsons Annexation, Pursuant to A.R.S. Section 48-262(I); the Parcel Numbers Are 21718001H and 217180020; the Annexation Area is Located North of Marana Road in Marana, Pima County, Arizona**
- F. Approval of an Amendment Renewing the Fire Protection Agreement with CalPortland Company, Rillito Cement Plant, from February 14, 2017, through February 13, 2018**
- G. Approval of the Purchase of Ten (10) Sets of Replacement Mobile Data Computer Systems from CDW-G for \$45,242.53 Using the National IPA Technology Solutions Contract No. 130733**
- H. Approval of the Northwest Fire District Proposed Budget Development and Adoption Calendar for the Fiscal Year Ending June 30, 2018**
- I. Approval of Renewal of Cisco Annual Support Agreement with Logicalis, Inc., for Information Technology Hardware and Software**
- J. Approval to Purchase Four (4) Thermal Imaging Cameras.**

The updated total should reflect \$36,633.32.

- K. Approval to Award Invitation for Bid (IFB) No. 1607 Regarding Formal Uniform Items**
- L. Approval to Authorize Staff to Release Request for Qualifications (RFQ) No. 1701 for Construction Manager at Risk Services for Construction of New Fire Stations**



**DRAFT****VI. Reports and Correspondence****A. Fire Chief's Report**

This is a summary of the activities of the Fire Chief and Administrative Staff concerning each of the District's Divisions including: Fire Suppression, Emergency Medical Services, Administrative Services, Finance, Human Resources, Special Projects, Logistics, Prevention and Safety Division and Wild Land Fire Fighting; the report might also include Administrative Activities in Annexations, Intergovernmental Relations, Community Assistance Programs, Fleet and Equipment, Labor and Management Relations, District Revenues and Expenditures, Strategic Planning, Information Technology, Status of Construction Projects, Status of Facilities, Public Outreach and Training.

The reports were included in the packet; there was no discussion.

**B. Financial Reports**

This report is a summary of the District's Financial Status including: Monthly Board Financial Report, Monthly Disbursements Report, Revenue and Expenditure Reports, Real Estate Tax Revenue Spreadsheets, Monthly Bond Report and Arizona State Land Billing and Payment Reports. The Board will be asked to approve the District's Monthly Disbursements Report.

**Financial Reports**

The monthly reports are included in the packet. Dave Gephart, Finance Director, stated the reports cover the period through November 30, 2016. All fund balances are positive. Overall, the District is strong and healthy and is trending with prior years.

George Carter made the following motion, seconded by Bruce Kaplan and approved unanimously with four ayes:

MOVE TO APPROVE THE DISTRICT'S MONTHLY DISBURSEMENTS REPORT AS PRESENTED.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Bruce A. Kaplan, Vice Chair
<b>AYES:</b>	George Carter, Bruce A. Kaplan, Peg Green, Becky Hicks
<b>EXCUSED:</b>	David Talas

**VII. Business****A. Review, Discussion & Authorization Approving Resolution No. 2017-002 for Bond Reimbursement of Certain District Expenditures Related to Capital Improvement Projects**

Dave Gephart, Finance Director, stated this item allows the District to start bond

**DRAFT**

projects prior to bond issuance, and reimburse the District from bond proceeds once bonds are issued. He stated bonds will be sold late February to early March or even April as preparation is needed from District staff, bond counsel and the underwriters. Mr. Gephart mentioned the District would also need to get re-rated.

The following items were discussed:

- Bond market
- Interest rates
- \$1.5 million cap
- New Station 37 and land acquisition
- Ground breaking and construction
- Bond projects concurrent with District's budget

George Carter, Board Chair, requested staff provide the Board with a plan on bond projects.

George Carter made the following motion, seconded by Peg Green and approved unanimously with four ayes:

MOVE TO APPROVE RESOLUTION NO. 2017-002 FOR BOND REIMBURSEMENT OF CERTAIN DISTRICT EXPENDITURES RELATED TO CAPITAL IMPROVEMENT PROJECTS.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	George Carter, Chairman
<b>SECONDER:</b>	Peg Green, Board Member
<b>AYES:</b>	George Carter, Bruce A. Kaplan, Peg Green, Becky Hicks
<b>EXCUSED:</b>	David Talas

**B. Discussion of Public Safety Personnel Retirement System and Related Rate Increase Effective July 1, 2017, and Its Impact on the Upcoming Budget Season**

Dave Gephart, Finance Director, stated there was an increase in the PSPRS rate. The District is currently at 21.48% and the rate is increasing to 30.84%. It is a historic increase. The District will see a total increase in the budget by approximately \$1.7 million (pg. 302). There are many reasons for the PSPRS increase and those can be found on packet page 296. He identified four primary reasons:

- Low investment returns
- Early retirements
- Hiring laterals
- Change in assumed rate (pg. 295)

He stated adjustments will take place to balance things. Mr. Gephart stated the District has received assessed values from the County Assessor for next fiscal year, which have increased 4.29%. He reported if the tax rate remains the same, the increase in revenue will be approximately \$1.2 million. The following items were discussed:

- Base-line budget approach
- PSPRS and the Hall decision
- Employer rates at 7.6%



**DRAFT**

- Investment returns
- Academies and hiring laterals
- Board consolidation
- Capital expenditures
- Increasing revenue

Mr. Gephart stated the new academy is not included in this valuation, but he stated it will have an impact and could lower the rate in future years. No further discussion took place.

<b>RESULT:</b>	<b>DISCUSSED</b>
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**C. Update on Information Technology Services, Infrastructure and Management**

Assistant Chief Emans provided an update on the IT Manager position, infrastructure and security. He stated the information is included in the memo. A brief discussion took place regarding backup and recovery.

<b>RESULT:</b>	<b>DISCUSSED</b>
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**D. Discussion and Possible Action to Review and Propose Amendments to the District's Bylaws.**

The Board would like to see the following revisions made to the District's Bylaws:

- Article III, letters "E" and "F" under elections, amended to show the opaque box or can stay with the Board Chair instead of going back and forth with the Board Secretary.
- Article VII, should reflect the responsibility of the Board Clerk will also serve as the Chair of the Pension Board.
- Article XI needs to be updated
- Section added to establish standards on attendance

A brief discussion followed regarding officer vacancy and attendance. Thomas Benavidez, District Attorney, stated he will update the Bylaws and bring the item back, as a redline, showing the legal changes. No further discussion took place.

<b>RESULT:</b>	<b>DISCUSSED</b>
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**E. Review, Discussion, and Direction to the Administrative Services Director Regarding the Fire Chief's Job Description, Minimum Qualifications, Number of Employees Qualified to Apply for the Position, and a List of Objectives for the New Fire Chief.**

Patricia Aguilar, Administrative Services Director, stated this item is part II of the Fire Chief Succession Plan. This memo contains the current minimum qualifications, number of qualified employees and a list of objectives for the Fire Chief's position. She stated there are currently eight qualified employees based on the minimum qualifications. The following items were discussed:

**DRAFT**

- List/measurement of objectives
- Strategic Plan issues
- Hiring committee
- Hiring firm for external process
- Education requirement
- Executive Session
- Internal vs. external process
- Costs for recruitment; both internally and externally
- Job posting and interviews time-line
- Appointment of a Fire Chief

Peg Green, George Carter and Becky Hicks preferred exhausting internal candidates before going externally. The Board preferred not to have a committee put together at this time.

The Board requested Chief Brandt provide his input and suggestions in the process at the next Board meeting.

George Carter, Board Chair, requested Patricia Aguilar look for the most economical hiring firm and gather the costs for an internal and external process. Ms. Aguilar will also bring back this item for further discussion with the addition of including the option of appointing a Fire Chief.

<b>RESULT:</b>	<b>DISCUSSED</b>
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**VIII. Future Agenda Items [A Governing Board Member May Bring Forth General Topics for a Future Meeting Agenda. The Governing Board May Not Discuss, Deliberate or Take Any Action on the Topics Presented, Pursuant to A.R.S. § 38-431.02 (H).]**

This item allows an *individual* Governing Board member to recommend item(s) to be placed on future agendas. The Board will not discuss the item(s) at this time because it would be a violation of the Open Meeting Laws and no voting action will be taken on the recommended item(s).

1) Streaming Process for Board Meetings

**IX. Adjournment**

George Carter made the following motion, seconded by Becky Hicks and approved unanimously with four ayes:

MOVE TO ADJOURN THE MEETING AT 9:05 P.M.

Minutes approved by the Northwest Fire District Board at its February 28, 2017, Regular Governing Board Meeting.

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Becky Hicks  
 Board Clerk



**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2017-20**

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Adoption of Resolution 2017-006 Ordering the Marana Parcels and the Migitty Lane Right-Of-Way Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Areas Are Located in Marana, Pima County, Arizona

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**RECOMMENDATION:**

Adopt the resolution and approve the annexation

**MOTION:**

Move to adopt Resolution 2017-006 ordering the Marana Parcels and the Migitty Lane Right-of-Way Annexation

**DISCUSSION:**

This is an annexation involving parcel numbers 215-03-011D, 215-03-013G, 215-03-014J, 221-06-4010 and Migitty Lane. The Town Manager, Gilbert Davidson submitted the attached memorandum dated January 24, 2017. All annexation areas are located in Marana, Pima County, Arizona, and is contiguous with the District.

Parcel 215-03-011D will be serviced by Station 336. Parcels 215-03-013G and 215-03-014J will be serviced by Station 336. Parcel 221-06-4010 will be serviced by Station 338. Migitty Lane will be serviced by Station 339. No additional resources are needed to serve this area.

**FISCAL IMPACT:**

For parcel 215-03-011D, the 2017 Limited Assessed Value of the property is \$5,686; the revenue to the District based on the current combined tax rate would be approximately \$170 annually.

For parcel 215-03-013G, the 2017 Limited Assessed Value of the property is \$784; the revenue to the District based on the current combined tax rate would be approximately \$23 annually.

For parcel 215-03-014J, the 2017 Limited Assessed Value of the property is \$3,264; the revenue to the District based on the current combined tax rate would be approximately \$98 annually.

For parcel 221-06-4010, the 2017 Limited Assessed Value of the property is \$75; the revenue to the District based on the current combined tax rate would be approximately \$2 annually

There is no tax revenue associated with the annexation of Migitty Lane.

**ALTERNATIVES:**

Not approve the annexation; not recommended

**ATTACHMENTS:**

- Marana Parcels & Migitty Lane Annexation (PDF)



January 24, 2017

***Via email ([hdamico@northwestfire.org](mailto:hdamico@northwestfire.org)) and First Class Mail***

George Carter, Chairman  
NORTHWEST FIRE DISTRICT  
5225 W. Massingale Road  
Tucson, AZ 85743

**Re: Northwest Fire District Annexations of Various Town-Owned Parcels and the Migitty Lane right-of-way**

Dear Mr. Carter,

This letter is in response to Northwest Fire District representatives' communications with Marana Town Attorney Frank Cassidy regarding Northwest Fire District's annexation of the following Town-owned parcels and the Migitty Lane public right-of-way, all of which are located within the Town limits and are not yet within any fire district's boundaries.

At the urging of Northwest Fire District, the Town of Marana requests the annexation into the Northwest Fire District of the following-described lands that are not yet within any fire district's boundaries:

- Town of Marana-owned Assessor's Parcel Number (APN) 215-03-011D—a triangular-shaped parcel located south of Tangerine Farms Road in Section 3, Township 12 South, Range 11 East.
- Town of Marana-owned APNs 215-03-013G and 215-03-014J—abutting parcels located adjacent to Marana Regional Airport in Section 3, Township 12 South, Range 11 East.
- Town of Marana-owned APN 221-06-4010—an irregularly-shaped parcel located on the south side of Linda Vista Boulevard in Section 23, Township 12 South, Range 12 East.
- The public right of way of Migitty Lane bounded by Tangerine Road on the north and Camino de Mañana on the south, in Section 1, Township 12 South, Range 12 East.

George Carter, Chairman  
NORTHWEST FIRE DISTRICT  
January 24, 2017  
Page 2

The foregoing parcels and right-of-way are depicted on the maps prepared by Northwest Fire District (copies enclosed).

Marana Resolution No. 2004-133 (copy enclosed) endorses all Northwest Fire District annexations of property located within the Town limits. The land and right-of-way addressed by this letter are located within the Town limits.

Please contact me if you require any additional information or documentation.

Sincerely,



Gilbert Davidson  
Town Manager

C: Frank Cassidy, Town Attorney

Northwest Fire District  
5225 W. Massingale Rd.  
Tucson, AZ 85743-8416

**RESOLUTION NO. 2017-006**  
**MARANA PARCELS & MIGITTY LANE RIGHT-OF-WAY ANNEXATION**

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY, TOWN OF MARANA, AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT, AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on January 24, 2017, the Town of Marana, an Arizona municipal corporation, owner of real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include its property, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Property is located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Property is included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Property within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owner, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Property described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on February 28, 2017, by a majority of a quorum of the Governing Board Members.

\_\_\_\_\_  
George Carter  
Board Chair

ATTEST:

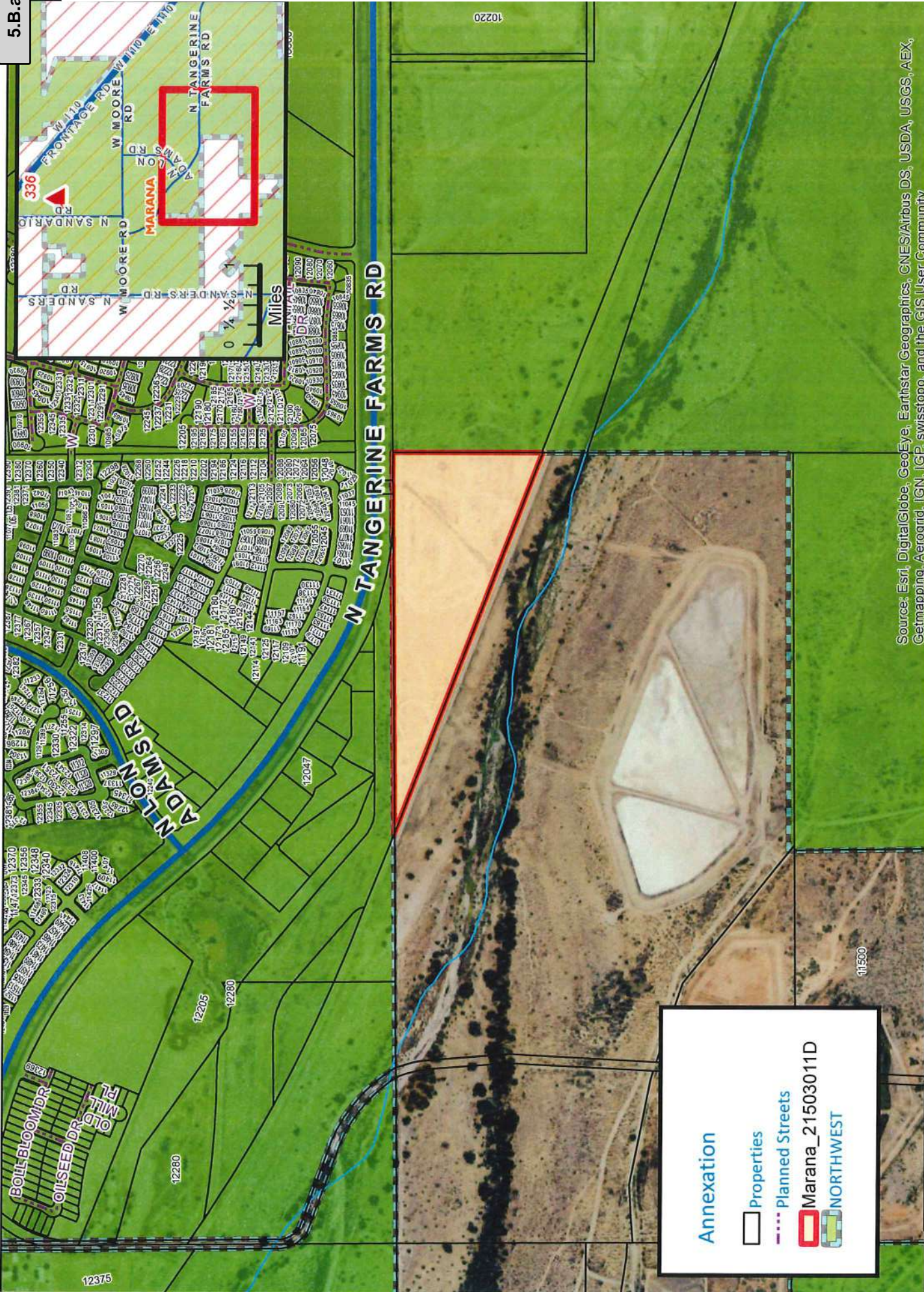
APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the Board  
Becky Hicks

\_\_\_\_\_  
Thomas Benavidez  
District Attorney

**EXHIBIT "A"**  
[Map & Legal Description]





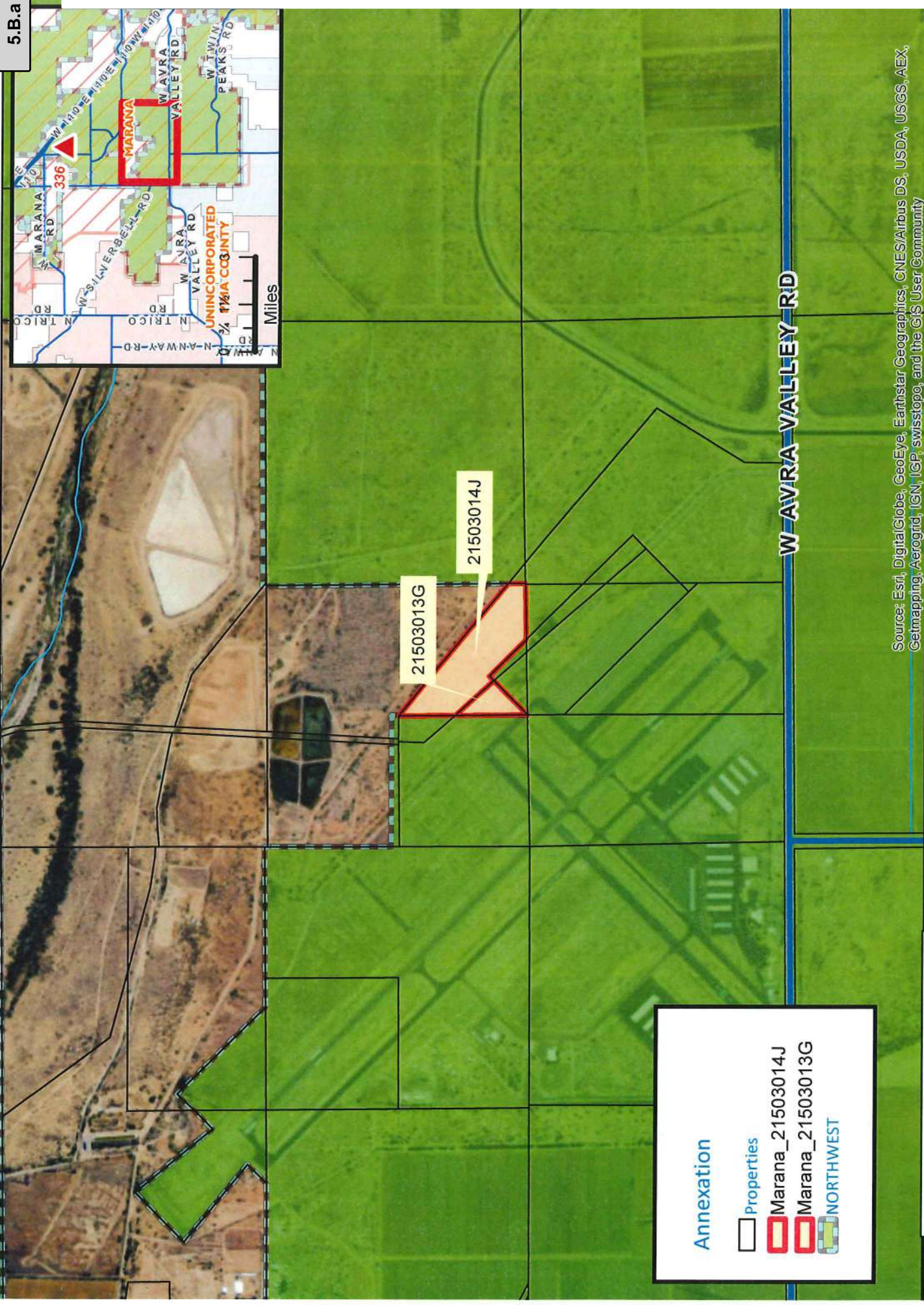
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Town of Marana Parcel  
215-03-011D  
TOWN OF MARANA



N





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

Town of Marana Parcels  
215-03-013G & 215-03-014J  
TOWN OF MARANA







	Miles		
0	0.0225	0.045	0.09
			0.135
			0.18
			0.225







**EXHIBIT "A"**  
**[PROPERTY DESCRIPTION]**

- Town of Marana-owned Assessor's Parcel Number (APN) 215-03-011 D-a triangular shaped parcel located south of Tangerine Farms Road in Section 3, Township 12 South, Range 11 East.
- Town of Marana-owned APNs 215-03-0 13G and 215-03-0 14J- abutting parcels located adjacent to Marana Regional Airport in Section 3, Township 12 South, Range 11 East.
- Town of Marana-owned APN 221 -06-4010- an irregularly-shaped parcel located on the south side of Linda Vista Boulevard in Section 23, Township 12 South, Range 12 East.
- The public right of way of Migitty Lane bounded by Tangerine Road on the north and Camino de Mariana on the south, in Section 1, Township 12 South, Range 12 East.

RECORDED BY: D\_K  
DEPUTY RECORDER  
7864 PE1



PAGE: 2909  
NO. OF PAGES: 1  
SEQUENCE: 20041620643  
08/20/2004  
RES 16:55

SMARA  
TOWN OF MARANA  
ATTN: TOWN CLERK  
13251 N LON ADAMS RD  
MARANA AZ 85653

MAIL

AMOUNT PAID \$ 8.00

### MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

ATTEST:

*Jocelyn C. Bronson*  
Jocelyn C. Bronson, Town Clerk



*[Signature]*  
Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:

*[Signature]*  
Frank Cassidy, Town Attorney

100000148.DOC /

Book-Map-Parcel: 215-03-011D

[Oblique Image](#)

Tax Year: 2017

Tax Area: [0616](#)

## Property Address:

## Taxpayer Information:

TOWN OF MARANA

## Property Description:

PTN N1014.51' E2504.06' NE4 29.16 AC

AVID 29.15 AC SEC 3-12-11

00000-0000

## Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2016	Vacant/Ag/Golf (2)	15.0	\$37,908	\$0	\$37,908	\$37,908	\$5,686
2017	Vacant/Ag/Golf (2)	15.0	\$37,908	\$0	\$37,908	\$37,908	\$5,686

## Property Information:

Section: 3  
 Town: 12.0  
 Range: 11.0E  
 Map & Plat: /  
 Block:  
 Tract:  
 Rule B District: 5  
 Land Measure: 29.16A  
 Group Code: 000  
 Census Tract: 4408  
[Use Code:](#) 9700 (MUNICIPAL VACANT LAND )  
 File Id: 1  
 Date of Last Change: 1/6/2006

## Valuation Area:

Condo Market: 410  
 DOR Market: 14  
 MFR Neighborhood: Marana~Avra Valley\_Undefined  
 SFR Neighborhood: 08018006  
 SFR District: 2

## Supervisor District:

(3) SHARON BRONSON

## Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20050280218	12487	556	2/10/2005	

Parcel Note: Click to see/expand 2 note(s)

Book-Map-Parcel: 215-03-013G

[Oblique Image](#)

Tax Year: 2017

Tax Area: [0616](#)

## Property Address:

## Taxpayer Information:

TOWN OF MARANA

## Property Description:

SWLY PTN SE4 SW4 LYG SWLY OF SANDARIO RD

4.02 AC AVID 4.02 AC SEC 3-12-11

00000-0000

## Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2016	Vacant/Ag/Golf (2)	15.0	\$5,226	\$0	\$5,226	\$5,226	\$784
2017	Vacant/Ag/Golf (2)	15.0	\$5,226	\$0	\$5,226	\$5,226	\$784

## Property Information:

Section: 3  
 Town: 12.0  
 Range: 11.0E  
 Map & Plat: /  
 Block:  
 Tract:  
 Rule B District: 5  
 Land Measure: 4.02A  
 Group Code: 000  
 Census Tract: 4408  
[Use Code:](#) 9700 (MUNICIPAL VACANT LAND )  
 File Id: 1  
 Date of Last Change: 2/17/2009

## Valuation Area:

Condo Market: 410  
 DOR Market: 14  
 MFR Neighborhood: Marana-Avra Valley\_Undefined  
 SFR Neighborhood: 08018006  
 SFR District: 2

## Supervisor District:

(3) SHARON BRONSON

## Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20080260186	13238	668	2/7/2008	PATENT

Book-Map-Parcel: 215-03-014J

[Oblique Image](#)

Tax Year: 2017

Tax Area: [0616](#)

## Property Address:

## Taxpayer Information:

TOWN OF MARANA

## Property Description:

CTRL PTN SE4 SW4 16.74 AC AVID 16.74 AC

SEC 3-12-11

00000- 0000

## Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2016	Vacant/Ag/Golf (2)	15.0	\$21,762	\$0	\$21,762	\$21,762	\$3,264
2017	Vacant/Ag/Golf (2)	15.0	\$21,762	\$0	\$21,762	\$21,762	\$3,264

## Property Information:

Section: 3  
 Town: 12.0  
 Range: 11.0E  
 Map & Plat: /  
 Block:  
 Tract:  
 Rule B District: 5  
 Land Measure: 16.74A  
 Group Code: 000  
 Census Tract: 4408  
[Use Code:](#) 9700 (MUNICIPAL VACANT LAND )  
 File Id: 1  
 Date of Last Change: 2/18/2009

## Valuation Area:

Condo Market: 410  
 DOR Market: 14  
 MFR Neighborhood: Marana~Avra Valley\_Undefined  
 SFR Neighborhood: 08018006  
 SFR District: 2

## Supervisor District:

(3) SHARON BRONSON

## Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20080260186	13238	668	2/7/2008	
19981010478	10824	960	6/24/1998	

Parcel Note: Click to see/expand 2 note(s)

Book-Map-Parcel: 221-06-4010

[Oblique Image](#)

Tax Year: 2017

Tax Area: [0610](#)

Property Address:

Taxpayer Information:

TOWN OF MARANA

Property Description:

HARTMAN VISTAS

BLOCK II

00000-0000

## Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2016	Vacant/Ag/Golf (2)	15.0	\$500	\$0	\$500	\$500	\$75
2017	Vacant/Ag/Golf (2)	15.0	\$500	\$0	\$500	\$500	\$75

## Property Information:

Section: 23  
 Town: 12.0  
 Range: 12.0E  
 Map & Plat: 55/42  
 Block: II  
 Tract:  
 Rule B District: 6  
 Land Measure: 0.10S  
 Group Code: 000  
 Census Tract: 4611  
[Use Code:](#) 9700 (MUNICIPAL VACANT LAND )  
 File Id: 1  
 Date of Last Change: 7/12/2005

## Valuation Area:

Condo Market: 11  
 DOR Market: 43  
 MFR Neighborhood: Tortolita\_Foothills\_undefined  
 SFR Neighborhood: 08005806  
 SFR District: 3

## Supervisor District:

(1) ALLY MILLER

## Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20090010036	13466	119	1/2/2009	DEED



**Northwest Fire District Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED****MEMORANDUM NO. 2017-21**

---

**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Heather D'Amico,  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Adoption of Resolution No. 2017-007 Ordering the Dove Mountain Resort Lot 69 Annexation, Pursuant to A.R.S. Section 48-262(I); the Annexation Area is Located at 6163 W. Seven Saguaro Circle, North of Dove Mountain Boulevard and East of North Secret Springs Drive in Marana, Pima County, Arizona

---

**RECOMMENDATION:**

Adopt the resolution and approve the annexation

**MOTION:**

Move to adopt Resolution No. 2017-007 ordering the Dove Mountain Resort Lot 69 Annexation

**DISCUSSION:**

This is an annexation involving property owner Dove Mountain Investors LLC, who submitted the attached affidavit dated February 3, 2017. The property is located at 6163 W. Seven Saguaro Circle, North of Dove Mountain Boulevard and East of North Secret Springs Drive in Marana, Pima County and is contiguous with the District boundary.

The parcel would be serviced by Station 337. No additional resources are needed to serve this area.

**FISCAL IMPACT:**

The 2017 Limited Assessed Value is \$13,892; the revenue to the District based on the current combined tax rate would be approximately \$415 annually.

**ALTERNATIVES:**

Not approve the annexation

**ATTACHMENTS:**

- Dove Mt. Resort Lot 69 Annexation (PDF)

February 3, 2017

George Carter, Chairman  
Northwest Fire District Board  
5225 W. Massingale Rd.  
Tucson, AZ 85743

Re: Annexation into the Northwest Fire District

Dear Chairman Carter:

I am the owner of the property located at **Lot 69 Dove Mountain Resort**, in Pima county, Arizona, and more specifically described on Exhibit A, attached hereto and incorporated herein by this reference. By this letter, with my signature affixed below, and pursuant to A.R.S. section 48-262(l), I expressly request that the Northwest Fire District forthwith amend its boundaries to include my/our property described on Exhibit A.

Sincerely,

**Dove Mountain Investors, LLC, an Arizona limited liability company**



**Scott F. Hess, Authorized Signatory**

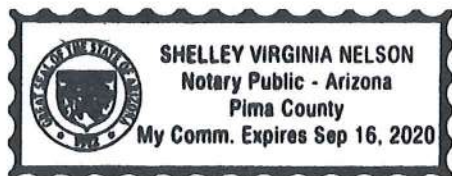
STATE OF Arizona    )  
                                  )ss  
County of Pima        )

ON this, the 3<sup>rd</sup> day of February, 2017, before me, the undersigned Notary Public, personally appeared, Scott F. Hess, the Authorized Signatory for Dove Mountain Investors, LLC, who acknowledged to me that he is the owner of the property located at **Lot 69 Dove Mountain Resort**, that as such officer being authorized so to do, executed the foregoing instruction for the purposes herein.



Notary Public

My Commission Expires:



Northwest Fire District  
5225 W. Massingale Rd.  
Tucson, AZ 85743-8416

**RESOLUTION NO. 2017-007**  
**THE DOVE MOUNTAIN RESORT LOT 69 ANNEXATION**

A RESOLUTION AUTHORIZING THE AMENDMENT OF THE NORTHWEST FIRE DISTRICT'S BOUNDARIES TO INCLUDE LAND WITHIN PIMA COUNTY AND CONTIGUOUS TO THE BOUNDARIES OF THE NORTHWEST FIRE DISTRICT AFTER WRITTEN REQUEST BY THE PROPERTY OWNER IN ACCORDANCE WITH A.R.S. § 48-262 (I)

WHEREAS, on February 3, 2017, Dove Mountain Investors, LLC, an Arizona limited liability company, owner of the real property located in Pima County, Arizona, requested in writing that the Northwest Fire District Governing Board amend the District's boundaries to include the property, more particularly described on Exhibit A, attached hereto and incorporated herein by this reference [the "Property"]; and

WHEREAS, the Property is located within Pima County and is contiguous to the boundaries of Northwest Fire District, as shown on the map and legal description, also attached hereto as Exhibit A; and

WHEREAS, the Property is included within the corporate boundaries of the Town of Marana, and the Town has approved inclusion of the Property within the boundaries of the Northwest Fire District, pursuant to Town of Marana Resolution No. 2004-133; and

WHEREAS, the Northwest Fire District has determined that inclusion of the Property within the boundaries of the Northwest Fire District will benefit the Northwest Fire District, the Property Owners, and the District's residents.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Northwest Fire District hereby orders the following:

The boundaries of Northwest Fire District are hereby amended to include the Property described as set forth on the attached Exhibit A.

PASSED and ADOPTED by the Governing Board of the Northwest Fire District at a duly noticed meeting held on February 28, 2017, by a majority of a quorum of the Governing Board Members.

\_\_\_\_\_  
George Carter  
Board Chair

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Becky Hicks  
Clerk of the Board

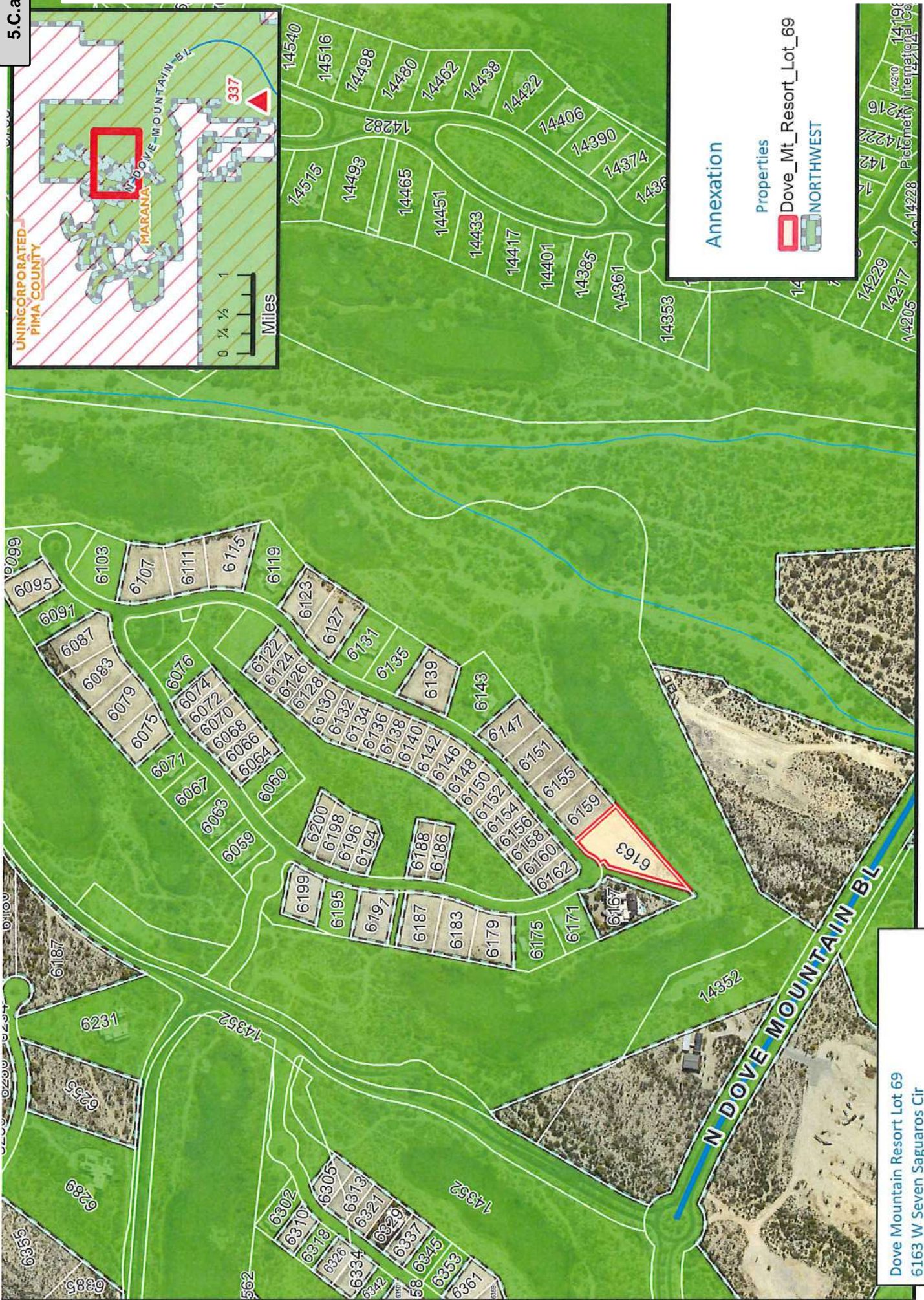
\_\_\_\_\_  
Thomas Benavidez  
District Attorney



**EXHIBIT "A"**

[Map & Legal Description]





Dove Mountain Resort Lot 69  
6163 W Seven Saguaros Cir  
PARCEL:218190720  
TOWN OF MARANA





**EXHIBIT A  
LEGAL DESCRIPTION**

Lot 69 of DOVE MOUNTAIN RESORT, a subdivision of Pima County, Arizona, of record in the Office of the Pima County Recorder in Book 62 of Maps and Plats at page 71, as amended by Declaration of Scrivener's Error recorded in Docket 13272 at page 769.



F. ANN RODRIGUEZ, RECORDER  
 RECORDED BY: D K  
 DEPUTY RECORDER  
 7864 PE1

SMARA  
 TOWN OF MARANA  
 ATTN: TOWN CLERK  
 13251 N LON ADAMS RD  
 MARANA AZ 85653



DOCKET: 12370  
 PAGE: 2909  
 NO. OF PAGES: 1  
 SEQUENCE: 20041620643  
 08/20/2004  
 RES 16:55

MAIL

AMOUNT PAID \$ 8.00

## MARANA RESOLUTION NO. 2004-133

RELATING TO NORTHWEST FIRE DISTRICT; ENDORSING AND AUTHORIZING ANNEXATION OF ANY AND ALL TERRITORY LOCATED WITHIN THE TOWN LIMITS OF MARANA, ARIZONA, AS THEY MAY BE AMENDED FROM TIME TO TIME; AND DECLARING AN EMERGENCY.

WHEREAS, Northwest Fire District has plans to pursue various annexations of property located within the Town limits of the Town of Marana; and

WHEREAS, the Town adopted Marana Resolution No. 98-23 on March 3, 1998, authorizing all Northwest Fire District annexations within the Town limits as it then existed; and

WHEREAS, the Town now desires to grant a blanket authorization for all Northwest Fire District annexations of property located within the Town limits of the Town of Marana as it currently exists and as it is amended from time to time; and

WHEREAS, fire protection is lacking in the areas of the Town of Marana that are not within the boundaries of Northwest Fire District, and it is in the best interests of the citizens of the Town of Marana that fire protection be made available.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, that all annexations proposed by Northwest Fire District of property located within the Town limits of the Town of Marana as it currently exists and as it may be amended from time to time are hereby endorsed and authorized pursuant to A.R.S. § 48-262(F).

BE IT FURTHER RESOLVED THAT since it is necessary for the preservation of the peace, health and safety of the Town of Marana that this resolution become immediately effective, an emergency is hereby declared to exist, and this resolution shall be effective immediately upon its passage and adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, this 17th day of August, 2004.

ATTEST:

*Jocelyn C. Bronson*  
 Jocelyn C. Bronson, Town Clerk



*Bobby Sutton, Jr.*  
 Mayor Bobby Sutton, Jr.

APPROVED AS TO FORM:

*Frank Cassidy*  
 Frank Cassidy, Town Attorney

Book-Map-Parcel: 218-19-0720

[Oblique Image](#)

Tax Year: 2017

Tax Area: [0610](#)

## Property Address:

Street No	Street Direction	Street Name	Location
6163	W	SEVEN SAGUAROS CI	Marana

## Taxpayer Information:

LANDMARK TITLE TR 18355  
 ATTN: DOVE MOUNTAIN INVESTORS LLC  
 3567 E SUNRISE DR STE 219  
 TUCSON AZ

## Property Description:

DOVE MOUNTAIN RESORT LOT 69

85718- 3232

## Valuation Data:

Valuation Year	Legal Class	Assessment Ratio	Land FCV	Imp FCV	Total FCV	Limited Value	Limited Assessed
2016	Vacant/Ag/Golf (2)	15.0	\$155,000	\$0	\$155,000	\$88,200	\$13,230
2017	Vacant/Ag/Golf (2)	15.0	\$155,230	\$0	\$155,230	\$92,610	\$13,892

## Property Information:

Section: 23  
 Town: 11.0  
 Range: 12.0E  
 Map & Plat: 62/71  
 Block:  
 Tract:  
 Rule B District: 5  
 Land Measure: 1.00S  
 Group Code: 000  
 Census Tract: 4611  
[Use Code:](#) 0073 (VACANT INCOMPLETE RURAL SUBDIVIDED)  
 File Id: 1  
 Date of Last Change: 4/5/2012

## Valuation Area:

Condo Market: 410  
 DOR Market: 43  
 MFR Neighborhood: Tortolita\_Foothills\_Undefined  
 SFR Neighborhood: 08020006  
 SFR District: 3

## Supervisor District:

(1) ALLY MILLER

## Recording Information:

Sequence No.	Docket	Page	Date Recorded	Type
20113430158	0	0	12/9/2011	WARRANTY DEED
20071910387	13152	1904	10/2/2007	WARRANTY DEED
20071910388	13152	1908	10/2/2007	WARRANTY DEED
20071910403	13152	2243	10/2/2007	WARRANTY DEED
96077934	10291	563	5/9/1996	

## Petition Information:

Tax Year	Owner's Estimate	Petition	SBOE
2014	\$500		
2013	\$500		
2012	\$500		
2011	\$500		
2010	\$100,000		
2009	\$100,000		

Parcel Note: Click to see/expand 1 note(s)



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

5.D

### SCHEDULED

#### MEMORANDUM NO. 2017-22

---

**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Dugger Hughes, Battalion Chief  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval to Purchase Twenty-Seven (27) Sets of Firefighter Turnout Gear.

---

#### **RECOMMENDATION:**

Recommend to approve the purchase of twenty-seven (27) complete sets of Protective Turnout Gear for the new recruit class for the amount of \$64,053.32.

#### **MOTION:**

Move to approve the purchase of twenty-seven (27) sets of Protective Turnout Gear to outfit the 27 new District firefighter recruits for the cost of \$64,053.32.

#### **DISCUSSION:**

This purchase is necessary to properly outfit the new firefighter recruits. Each recruit has been measured, and the appropriate sizes have been ordered for them. The recruits will be issued this new gear upon graduation from the academy. During the academy, they will wear previously used sets of gear that are held in the District's reserve stock. This purchase does not include other required safety items such as helmets, boots, gloves, or other related items that will be purchased separately.

#### **FISCAL IMPACT:**

The total cost is \$64,053.32, and was included in this year's budget as part of the costs necessary to outfit the new hires.

#### **ALTERNATIVES:**

There are no realistic alternatives, as this Protective Equipment is required for our personnel to safely do their jobs.

#### **ATTACHMENTS:**

- Turnouts for academy 1 (PDF)
- Turnouts for academy 2 (PDF)



Ph: 602-453-3911  
 TF: 877-453-3911  
 Fax: 602-453-3910  
 azsales@lncurtis.com  
 DUNS#: 00-922-4163



Southwest Division  
 4647 South 33rd Street  
 Phoenix, AZ 85040  
 www.LNCURTIS.com  
 Quotation No. 51859

## Quotation

**CUSTOMER:**

NORTHWEST FIRE DISTRICT  
 5225 W. MASSINGGALE RD.  
 TUCSON AZ 85743

**SHIP TO:**

Northwest Fire District  
 Warehouse  
 Attn: Erin Fick  
 1520 W. Orange Grove Rd.  
 Tucson AZ 85704

**QUOTATION NO.**

51859

**ISSUED DATE**

01/25/2017

**EXPIRATION DATE**

03/31/2017

**SALESPERSON**

Travis Sparks  
 tsparks@lncurtis.com  
 520-709-6360

**CUSTOMER SERVICE REP**

Judy Buchanan  
 jbuchanan@lncurtis.com  
 602-453-3911

**REQUISITION NO.**
**REQUESTING PARTY**

Raymond Thibault

**CUSTOMER NO.**

C34068

**TERMS**

Net 30

**OFFER CLASS**

FR

**F.O.B.**

DEST

**SHIP VIA**

Best Way

**REQ. DELIVERY DATE**
**SPECIAL INSTRUCTIONS**

PRICING PER CITY OF FARMINGTON CONTRACT# 10-80259A

**NOTES & DISCLAIMERS**

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

Attachment: Turnouts for academy 1 (2017-22 : Firefighter Turnout Purchase)

Ph: 602-453-3911  
 TF: 877-453-3911  
 Fax: 602-453-3910  
 azsales@lncurtis.com  
 DUNS#: 00-922-4163

# CURTIS

TOOLS FOR HEROES

Southwest Division  
 4647 South 33rd Street  
 Phoenix, AZ 85040  
 www.LNCURTIS.com  
 Quotation No. 51859

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	27	EA	G-XTREME JACKET - GLOBE CUSTOM	AS FOLLOWS: 31257G 7.5 oz PBI G-Xtreme Tournout Coat  GLOBE GXTREME 3.0 STRUCTURAL FIREFIGHTING JACKET / NFPA 1971 - 7.5oz GOLD GEMINI XT OUTER SHELL - CALDURA SL2i THERMAL LINER - CROSSTECH BLACK MOISTURE BARRIER - NYC LIME/YELLOW TRIPLE TRIM - 13PK RADIO POCKET ON LEFT CHEST - ANTENNA NOTCH LEFT SIDE OF RADIO POCKET FLAP - MIC STRAP ABOVE RADIO POCKET - MIC STRAP ON RIGHT CHEST EVEN W/ MIC TAP ON LEFT CHEST - DRAGONHIDE REINFORCED CUFFS - NOMEX HAND AND WRIST GUARDS - D-RING ON SUEDE PATCH ABOVE TRIM BAND - DRD - EMBROIDERED AMERICAN FLAG ON RIGHT SLEEVE	\$1,170.00	\$31,590.00
2	27	PR	G-XTREME PANTS - GLOBE CUSTOM	AS FOLLOWS: 41257G 7.5 oz PBI G-Xtreme Tournout Pants  GLOBE GXTREME 3.0 STRUCTURAL FIREFIGHTING PANT / NFPA 1971 - 7.5oz GOLD GEMINI XT OUTER SHELL - CALDURA SL2i THERMAL LINER - CROSSTECH BLACK MOISTURE BARRIER - 3" LIME/YELLOW TRIPLE TRIM AROUND CUFFS - DRAGONHIDE REINFORCED KNEES - DRAGONHIDE REINFORCED CUFFS - SILIZONE KNEE PADDING - KEVLAR LINED EXPANSION POCKETS - BLACK PADDED H-BACK RIPCORD SUSPENDERS W/LIME/YELLOW TRIPLE TRIM	\$953.00	\$25,731.00
3	27	EA	HLP GLO CUSTOM	HANGING LETTER PATCH: GOLD GEMINI WITH FIREFIGHTERS LAST NAME IN S/L L/Y LETTERS	\$42.25	\$1,140.75

SMALL BUSINESS  
 CAGE CODE: 5E720  
 DUNS NUMBER: 009224163  
 SIC CODE: 5099  
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 03/31/2017. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Ph: 602-453-3911  
TF: 877-453-3911  
Fax: 602-453-3910  
azsales@lncurtis.com  
DUNS#: 00-922-4163



Southwest Division  
4647 South 33rd Street  
Phoenix, AZ 85040  
www.LNCURTIS.com  
Quotation No. 51859

Subtotal	\$58,461.75
Tax Total	\$5,027.71
Transportation	\$0.00
Total	\$63,489.46

Attachment: Turnouts for academy 1 (2017-22 : Firefighter Turnout Purchase)



Ph: 602-453-3911  
TF: 877-453-3911  
Fax: 602-453-3910  
azsales@lncurtis.com  
DUNS#: 00-922-4163



Southwest Division  
4647 South 33rd Street  
Phoenix, AZ 85040  
www.LNCURTIS.com  
Quotation No. 51860

5.D.b

## Quotation

**CUSTOMER:**  
NORTHWEST FIRE DISTRICT  
5225 W. MASSINGALE RD.  
TUCSON AZ 85743

**SHIP TO:**  
Northwest Fire District  
Warehouse  
Attn: Erin Fick  
1520 W. Orange Grove Rd.  
Tucson AZ 85704

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
51860	01/25/2017	03/31/2017

SALESPERSON	CUSTOMER SERVICE REP
Travis Sparks tsparks@lncurtis.com 520-709-6360	Judy Buchanan jbuchanan@lncurtis.com 602-453-3911

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	ERIN FICK	C34068	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
DEST	Best Way	

### SPECIAL INSTRUCTIONS

PRICING PER MOHAVE CONTRACT# 16K-LNCS-1202  
UPGRADE FOR PPE ON QUOTE 51859

### NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	27	EA	PRODUCT UPGRADE	AS BELOW; ADD SEPARATING LINER TO GXT JACKET	\$11.13	\$300.51
2	27	EA	PRODUCT UPGRADE	AS BELOW; ADD SEPARATING LINER TO GXT PANT	\$8.10	\$218.70

SMALL BUSINESS  
CAGE CODE: 5E720  
DUNS NUMBER: 009224163  
SIC CODE: 5099  
FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 03/31/2017. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Attachment: Turnouts for academy 2 (2017-22 : Firefighter Turnout Purchase)

Ph: 602-453-3911  
TF: 877-453-3911  
Fax: 602-453-3910  
azsales@lncurtis.com  
DUNS#: 00-922-4163



Southwest Division  
4647 South 33rd Street  
Phoenix, AZ 85040  
www.LNCURTIS.com  
Quotation No. 51860

Subtotal	\$519.21
Tax Total	\$44.65
Transportation	\$0.00
Total	\$563.86

Attachment: Turnouts for academy 2 (2017-22 : Firefighter Turnout Purchase)



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

5.E

### SCHEDULED

### MEMORANDUM NO. 2017-23

---

**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Dugger Hughes, Battalion Chief  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Approval to Award Request for Proposals (RFP) No. 1606 to Acquire Keyless Lock Systems for District Facilities.

---

#### **RECOMMENDATION:**

Staff recommends approval of this item to award a vendor for Lock Systems.

#### **MOTION:**

Move to award Request for Proposals 1606 Keyless Lock Systems to Kelley Bros of Arizona for District facilities.

#### **DISCUSSION:**

Request for Proposals No. 1606 was issued to procure Lock Systems.

Award determination was based on the recommendation of the Evaluation Committee. The proposals were evaluated and scored using the evaluation criteria contained in the RFP. A letter of recommendation from the evaluation committee is attached.

The Request for Proposals was sent to 4 vendors and 3 vendors submitted bids for award consideration. The solicitation was published for four consecutive days in a daily newspaper. The Request for Proposals was also advertised on the District website and published on a national database during the solicitation period.

The recommended vendor was determined to have submitted the bid most advantageous to the district.

#### **FISCAL IMPACT:**

The estimated expenditure for this RFP is \$25,000 per year based on the pricing provided in the proposal.

#### **ALTERNATIVES:**

Continue to seek alternative vendors and re-solicit the service. Not recommended.

#### **ATTACHMENTS:**

- 1606 Analysis (PDF)
- 1606 Recommendation Letter (PDF)
- Kelly Bros of Arizona (PDF)



RFP 1606  
Lock Systems

Evaluation Rankings

	DH	JK	MV
C&S Lock and Security	3	3	3
Kelly Bros of Arizona	1	1	1
Roadrunner Lock & Safe	2	2	2

1st Ranked Vendor:  
2nd Ranked Vendor:  
3rd Ranked Vendor:

Kelly Bros of Arizona  
Roadrunner Lock & Safe  
C&S Lock and Security



## MEMORANDUM

**DATE:** February 15, 2017  
**TO:** Raymond Thibault  
**FROM:** John Kelly  
**SUBJECT:** Review and Result of Evaluation, RFP 1606

Our proposal analysis team has reviewed the proposals from all vendors in response to Request for Proposals 1606, Lock Systems. Based on the criteria in RFP 1606, the group recommends the award of contract to Kelley Bros of Arizona.

The review team consisted of:

Deputy Chief Hughes, Logistics (NWFD)  
John Kelly, Facilities (NWFD)  
Marco Vidal, IT (NWFD)

We feel that the proposal from Kelley Bros. is fair and will meet the requirements as set forth in the RFP. We recommend proceeding to the next step, which is a board action to award this procurement to this bidder.

Regards.

John Kelly  
Northwest Fire District  
Facilities

Attachment: 1606 Recommendation Letter (2017-23 : Award RFP 1606)



ACCESS TECHNOLOGIES

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**3440 N. 27<sup>th</sup> Ave.      Phoenix, AZ 85017      (602) 358-2620 Phone      (602) 916-1701 FAX**


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### Executive Summary

Kelley Bros of Arizona will provide and install a complete wireless access system for selected doors at each of the 17 sites as directed by the Northwest Fire District.

The system will comprise of wireless gateways and locks to be integrated into the existing Northwest Fire District IT network structure. All POE switches and IT cabling for the new wireless gateways to be provided by the Northwest Fire District.

System cost will be a total of \$123,502.09 inclusive of all material, installation and taxes.

The implementation of this project is to be completed in several phases as directed by the Northwest Fire District. It is our expectation that each phase will consist of at least one facility at a time, but could consist of multiple facility locations if they are in close proximity to each other.

This quote excludes existing equipment, 120 vac, conduit systems, j-hooks, bonds, permits, approvals, patch, paint, asbestos abatement and repairs to existing holes indoors and walls, cards and programming of cards.

All work to be done during normal working hours.

ROC CR-05 102509 \* CR-67 305757

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

MEMBER


**Kelley Bros. of Arizona**  
 Established in 1886

MEMBER


RFP 1606 – Tab 1





ACCESS TECHNOLOGIES

**3440 N. 27<sup>th</sup> Ave.      Phoenix, AZ 85017      (602) 358-2620 Phone      (602) 916-1701 FAX**

## COMPANY HISTORY

Kelley Bros has been providing our clients with quality doors, frames and hardware for 130 years, becoming the preferred one stop source for architectural openings for construction professionals. With expanded services including Electronic Access Control Systems, Pre-installation, and Fire Door Inspections, Kelley Bros is able to serve your total door opening needs. Kelley Bros also serves the end user / building owner market with a direct technical sales force that will repair, replace and upgrade all types of openings in existing buildings. Kelley Bros is committed to providing service without compromise throughout every facet of the job, including quoting, project management and final close out for every project we are involved in. This commitment has helped Kelley Bros become the nation's leading distributor of hollow metal doors and frames, wood doors, architectural hardware and specialty products. Kelley Bros has built upon its proven success in the industry, expanding services nationwide. Currently Kelley Bros has 22 branches located in 13 states, making it one of the largest, most well respected distributors in the industry. At many of its locations, Kelley Bros inventories a full line of:

- Commercial Door Hardware
- Wood Doors
- Hollow Metal Doors & Frames
- Access Control Product

We are Intertek Licensed Fabrication Shops, furthering our commitment to supplying quality products in a timely manner.

### Locations:

#### **Phoenix, AZ – Kelley Bros of Arizona, Inc.**

3440 North 27th Ave.  
Phoenix, AZ 85017

#### **Tucson, AZ – Kelley Bros of Arizona, Inc.**

1331 E. 16th St.  
Tucson, AZ 85719

[www.Kelleybros.com](http://www.Kelleybros.com)

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

MEMBER



**Kelley Bros. of Arizona**  
Established in 1886

RFP-1606 Tab-2

MEMBER





ACCESS TECHNOLOGIES

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**3440 N. 27<sup>th</sup> Ave.      Phoenix, AZ 85017      (602) 358-2620 Phone      (602) 916-1701 FAX**


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### Solution and Approach

Per our site visit, survey and direction from the facilities manager we have developed a plan of action for each facility that we believe meets the needs of the Northwest Fire District.

Each facility will require a minimum of one gateway to provide coverage for the wireless devices. Additional gateways may be required depending on site conditions. Each “gate” will require a “NetPanel” to connect the existing gate controller to the wireless network not included on the Appendix I: Cost Summary sheet.

Each facility will need to be surveyed for location of the gateway panel and “NetPanel” locations to determine the proper location for maximum coverage with the minimum of equipment necessary. The existing aluminum doors may require additional hardware to accommodate the wireless requirement of this request for proposal.

It is our belief that the proposal in Tab-5 will accommodate 95% of the site conditions observed during the site visit.

We will approach this in a logical and concise manor to provide the most effective use of material and man power with a minimum of impact on scheduling and operations of each facility. Each opening will be completed prior to beginning the next so that each facility remains secure at all times.

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

MEMBER


**Kelley Bros. of Arizona**  
 Established in 1886

RFP 1606 – Tab 3

MEMBER





ACCESS TECHNOLOGIES

3440 N. 27<sup>th</sup> Ave. Phoenix, AZ 85017 (602) 358-2620 Phone (602) 916-1701 FAX

## STATEMENT OF QUALIFICATIONS

Kelley Bros has been providing our clients with *quality doors, frames, hardware and access control products* for over 130 years, becoming the preferred on stop source for architectural openings for construction professionals. With expanded services including Electronic Access Control Systems and Fire Door Inspections, Kelley Bros is able to serve your total door openings needs. Kelley Bros also serves the end user / building owner market with direct technical sales force that will repair, replace and upgrade all types of openings in existing buildings.

Kelley Bros is committed to providing *service without compromise* throughout every facet of the job, including quoting, project management and final close out for every project we are involved in. This commitment has helped Kelley Bros become the nation's leading distributor of hollow metal door and frames, wood doors, architectural hardware, access control and specialty products.

Kelley Bros has built upon its *proven success* in the industry, expanding services nationwide. Currently Kelley Bros has 22 branches located in 13 states, making it one of the largest, most well respected distributors in the industry.

At many of its locations, Kelley Bros inventories a full line of commercial door hardware, wood and hollow metal doors and frames and maintains Intertek Licensed Fabrication Shops, furthering its commitment to supplying *quality products in a timely manner*.

### Capabilities

- Comprehensive Submittal Packages
- Specification Consulting
- Access Control & Electronic Security Products
- Complete Wiring Diagrams
- High Security Key Systems
- Fire Door Inspections
- Doors Delivered with Pre-Installed Hardware

### Products and Services

- Hollow Metal Doors & Frames – KD or Welded Frames, Sidelites, Borrowed Lites and Transoms
- Wood and FRP Doors, Architectural Flush, Stile & Rail and Molded Panel
- Finish Hardware – Hinges, Locks, Closers, Exit Devices, Flat Goods, Weather-Stripping and more.
- Keys, Cores and Cylinders – Standard & Patented Keyways, High-Security, Master-keying, Visual Key Control
- Electronic Access Control – Proximity Readers, Stand-Alone, Wired and Wireless, Networked Access Control/Monitoring, CCTV & DVR/NVR Systems

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

MEMBER



Kelley Bros. of Arizona  
Established in 1886

MEMBER



RFP-1606 Tab-4



**APPENDIX I: COST SUMMARY – PAGE 2****OFFEROR NAME:** Kelley Bros of Arizona

The dollar cost bid shall contain all pricing information relative to keyless access lock systems as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

**Specifications**

- Wi-Fi capable hardware
- Keypad entry
- RFID keycard access
- Windows based access control software

**Group I: Keyless Access Lock Systems**

Item #	Description	QTY	Manufacturer/ Model Number	Warranty	Unit Price \$	Extended Amount
1	Trilogy Wireless Networking Locks (Doors) #PDL6100 (or equal)	40	Alarm Lock	1-Year	See attached itemized proposal	
2	Gateway	15	Alarm Lock	1-Year	See attached itemized proposal	
3	Trilogy Keyless Access Locks (Gates) #DK3000 (or equal)	13	Alarm Lock	1-Year	See attached itemized proposal	
4	Software		Alarm Lock	1-Year	See attached itemized proposal	
5	Training		Kelley Bros	1-Year	See attached itemized proposal	
6	Installation per lock	53	Kelley Bros	1-Year	See attached itemized proposal	
7	Installation per gateway	15	Kelley Bros	1-Year	See attached itemized proposal	
8						
9						
10						
	<b>TOTAL</b>					<b>\$123,502.09</b>

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**Group II: Related Services**

% Discount off list price on Related Parts/Equipment	<b>20 %</b>
Labor Rate Per Hour for Related Services	<b>\$95.00 /Hour</b>

**END OF APPENDIX I**



Kelley Bros Access Technologies  
 3440 North 27th Ave  
 Phoenix, AZ 85017  
 Phone: 602-358-2620  
 Fax: 602-916-1701

## BID PROPOSAL

**Project Number: 95-1710164-0**

**JOB NAME: Northwest Fire District RFP 1606**

Proposal Date: 1/18/2017

Mike Wallick,

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extende</u>
<u>Admin</u>				
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
2	AlarmLock	PDL1300/26D1 ~ Narrow Stile Prox/Pin~	\$594.00	\$1,188.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
1	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$1,073.00
3	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$3,471.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$2,280.00
<u>SubTotal for Tag #(s)</u>				<u>\$10,242.00</u>
<u>Admin</u>				

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal: \$ 113,722.00  
 Freight:  
 Tax: \$ 9,780.00  
**Project Total: \$ 123,502.00**

**NET 30 subject to credit approval** Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.

**Freight is PrePay and Add unless otherwise specified in writing.**

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>BC 31</u>				
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
3	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$3,471.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor Door		\$1,140.00
<u>SubTotal for Tag #(s)</u>				<u>\$5,883.00</u>
<u>BC 31</u>				

<u>EMS</u>				
2	AlarmLock	PDL1300/26D1 ~ Narrow Stile Prox/Pin~	\$694.00	\$1,388.00
1	AlarmLock	AL-IMEPOEP x None ~ Misc~	\$322.00	\$322.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor Door		\$2,280.00
<u>SubTotal for Tag #(s)</u>				<u>\$4,940.00</u>
<u>EMS</u>				

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval.** Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.**Freight is PrePay and Add unless otherwise specified in writing.**

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Returns must be requested through issuing office and are subject to restocking fees.



<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Fleet</u>				
1	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$1,157.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$190.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$380.00
<u>SubTotal for Tag #(s)</u>				<u>\$5,343.00</u>
<u>Fleet</u>				

<u>Logistics1</u>				
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval.** Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.**Freight is PrePay and Add unless otherwise specified in writing.**

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Returns must be requested through issuing office and are subject to restocking fees.

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
2	AlarmLock	PDL1300/26D1 ~ Narrow Stile Prox/Pin~	\$692.00	\$1,384.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$190.00
		Labor-Std-Total Installation Labor Door		\$2,280.00

SubTotal for Tag #(s)

Logistics1\$10,164.00Station 30

1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor Door		\$760.00

SubTotal for Tag #(s)

Station 30\$4,346.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal: \$ 113,722.00

Freight: \_\_\_\_\_

Tax: \$ 9,780.00

Project Total: **\$ 123,502.00****NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Station 31</u>				
1	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$1,073.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$678.00	\$678.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$6,477.00</u>
<u>Station 31</u>				

<u>Station 32</u>				
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal: \$ 113,722.00

Freight:

Tax: \$ 9,780.00

Project Total: **\$ 123,502.00****NET 30 subject to credit approval.** Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.

Freight is PrePay and Add unless otherwise specified in writing.

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.



<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$7,450.00</u>
<u>Station 32</u>				

Station 33

2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$7,450.00</u>
<u>Station 33</u>				

Station 34

2	AlarmLock	PDL1300/26D1 ~ Narrow Stile Prox/Pin~	\$694.00	\$1,388.00
1	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$1,157.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$2,280.00

SubTotal for Tag #(s)  
Station 34 \$6,477.00

Station 35

1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal: \$ 113,722.00  
Freight: \_\_\_\_\_  
Tax: \$ 9,780.00  
Project Total: **\$ 123,502.00**

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$4,346.00</u>
<u>Station 35</u>				

Station 36

2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
1	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$1,157.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$380.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$380.00

SubTotal for Tag #(s)  
Station 36 \$5,533.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal: \$ 113,722.00  
Freight: \_\_\_\_\_  
Tax: \$ 9,780.00  
**Project Total: \$ 123,502.00**

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Station 37</u>				
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
	Labor-Std-Total	Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
	Labor-Std-Total	Hollow Metal Door/Frame Rework		\$760.00
	Labor-Std-Total	Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$4,346.00</u>
<u>Station 37</u>				

<u>Station 38</u>				
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
1	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$1,073.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
4	AlarmLock	ETDLNS1G/26D x V99 x US26D ~ Exit Device - Rim~	\$835.00	\$3,340.00
	Labor-Std-Total	Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**



<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$9,717.00</u>
<u>Station 38</u>				

Station 39

2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
2	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$2,314.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Installation Labor Door		\$760.00
<u>SubTotal for Tag #(s)</u>				<u>\$7,450.00</u>
<u>Station 39</u>				

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
<u>Training</u>				
4	AlarmLock	ETDLNS1G/26D x V99 x US26D ~ Exit Device - Rim~	\$835.00	\$3,340.00
1	AlarmLock	PDL6175IC/26D-S x 2-3/4 x ASA x US26D ~ Cylindrical Lock - Electric~	\$1,157.00	\$1,157.00
2	AlarmLock	NETPDKPAK/26D x US26D ~ Keypad~	\$1,073.00	\$2,146.00
1	AlarmLock	AL-IMEPOEP x None ~ Gateway~	\$322.00	\$322.00
		Labor-Std-Total Installation Labor Door		\$2,280.00
		Labor-Std-Total Installation Labor - Gate		\$380.00
		Labor-Std-Total Hollow Metal Door/Frame Rework		\$760.00
		Labor-Std-Total Installation Labor - Gateway ~ (Data cabeling by Owner)~		\$190.00
1	AlarmLock	NETWORXPANEL ~ Keypad Controller~	\$578.00	\$578.00
<u>SubTotal for Tag #(s)</u>				<u>\$11,153.00</u>
<u>Training</u>				

Z-Misc

		Labor-Std-Total End User Software Training, Programming and Setup		\$2,280.00
1	AlarmLock	AL-PC12-U x None ~ Software & Cables~	\$125.00	\$125.00

SubTotal for Tag #(s)

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.00
Freight:	
Tax:	\$ 9,780.00
<b>Project Total:</b>	<b>\$ 123,502.00</b>

**NET 30 subject to credit approval. Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.****Freight is PrePay and Add unless otherwise specified in writing.****Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.****Returns must be requested through issuing office and are subject to restocking fees.**

<u>Qty</u>	<u>Manuf</u>	<u>Mfr Part# / Description</u>	<u>Unit Price</u>	<u>Extended</u>
		Z-Misc		\$2,405.00

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

Customer PO#:

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SubTotal:	\$ 113,722.0
Freight:	
Tax:	\$ 9,780.0
<b>Project Total:</b>	<b>\$ 123,502.0</b>

**NET 30 subject to credit approval.** Prices quoted valid For 30 days Orders may be subject to \$25.00 minimum.**Freight is PrePay and Add unless otherwise specified in writing.**

Credit Card orders will be charged PRIOR to delivery and receipt will be provided upon request. Credit cards used 30 days after sale date subject to a 3% fee.

Returns must be requested through issuing office and are subject to restocking fees.



3440 N. 27th Avenue, I 5.E.c

Arizona  
85017

PH: 602-358-2620

FAX: 602-916-1701

EMAIL: mwallick@kelleybros.com

## Work Order #1

25th January 2017

Job Status	Work Order	
Booked by	Michael Wallick	
Customer	ABcTest1	
Address	123 E Main St, Avondale, AZ 85323, USA	
Contact		
Phone		
Mobile		
<b>Job Description:</b>		
install locks 1511009 -check-in with customer upon arrival -do work -take picture		
<b>Materials:</b>		
Quantity	Material	Item Price Total
<b>Work Completed:</b>		
TECHNICIAN HAS CARRIED OUT THE ABOVE WORK TO MY SATISFACTION. I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS.		
Customers Signature:	<i>Sample</i> .....	
Sub Total		\$0.00
TAX		\$0.00
Total		\$0.00

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



**APPENDIX II: GUARANTEED SERVICE LEVEL****OFFEROR'S NAME:** Kelley Bros of Arizona

The Northwest Fire District is soliciting competitive offers for keyless access lock systems including installation and support offered at a guaranteed level of service. Quality of service to include guaranteed response time for communications with District personnel and warranty on work performed.

Use this form to indicate the guaranteed level of service offered to the District.

Please indicate:	
Number of days to complete installation per lock after receipt of order:	Each lock will take one day to install
Guaranteed response time for unscheduled service (hours):	Response time will be 4-8 hours
Percentage of defective returns per year:	Less than 1%
Number of days to resolve service issues on completed repairs:	One to Two Days
Address of your nearest facility: 1331 E. 16th Street, Tucson AZ 85719	

Please indicate:	(Yes / No)
Do you have a local facility to provide services as required?	Yes
Are minimum warranty/guarantees provided on all services provided?	Yes
If so, what is the warranty/guarantee?	One year parts and labor

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

Please provide a description of the services your firm will provide that will address the District's need for Keyless Access Lock Systems:

**Provide Trilogy wireless "networx" locking solution that communicates wirelessly via Ethernet or 802.11B/G**

**using the DL-windows Alarm Lock Trilogy Microsoft Windows based software application.**

**Provide the correct locking device for the application, ie Exit Trim for existing exit devices, cylindrical lock at existing cylindrical lock application.**

**Prep all doors for the new lock or trim and patch existing lock preps to provide a clean and "as new" appearance at all installations.**

**Provide training for software application and use. Provide remote or on site support as required during normal business hours.**

Please list and describe what deliverables will be provided to the Northwest Fire District. For example: service report or checklist. (**attach sample**)

**Upon completion of each site you will be provided with a complete list of materials used and labor. See the attached sample work order.**

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**END OF APPENDIX II**

APPENDIX III: REFERENCE FORMOFFEROR NAME: Kelley Bros of Arizona**REFERENCES:** Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:**REFERENCE 1**Company Name: **San Carlos Unified School District #20**Contact Name and Title: **Catherine Steele, Superintendent**Telephone No: **928-475-2315**

Fax No:

E-mail address: **c.steele@sancarlos.k12.az.us****REFERENCE 2**Company Name: **Paloma Elementary School District #94**Contact Name and Title: **Kristin Turner, Superintendent**Telephone No: **928-683-2588**

Fax No:

E-mail address: **kturner@palomaesd.org****REFERENCE 3**Company Name: **Orsett Properties, Ltd.**Contact Name and Title: **Peter Corning, Senior Property Manager**Telephone No: **602-241-3220**

Fax No:

E-mail address: **peter.corning@orsett.com**

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

END OF APPENDIX III

# Trilogy:®



hospital



retail



airport



schools



pharmacy



office



## Retrofit Any Knobset

DL2700 Trilogy® T2 Grade 1 standalone digital cylindrical keyless door lock, fingertip programmable - New Remote Release Retrofit Kit, too.  
page 2



## Audit Trail

DL2800/DL3000 Trilogy audit trail cylindrical security locks with PC Programming & Schedules  
page 3



## ID Card Access

PDL3000 Trilogy HID® Reader/Enroller Prox Lock with audit trail  
page 4  
+ New iClass/One-Card Model PDL7100  
page 15



## Vandalism Protection

PL3000 Prox-only vandal proof lock  
page 4



## Airport Jetway Use and more

DL/PDL5300 Dual sided PIN/prox lock with audit trail  
page 5



## Communicate Wirelessly

Trilogy Networkx™ communicate wirelessly via Ethernet or 802.11 now including Networkx Keypads & Controller plus Exit Trim  
DL/PDL6100, DL/PDL6500, NET-DKPAK, NET-PDKPAK, NETPANEL, ETDLN/ETPDN  
page 13-17



## Restrooms/Classrooms

DL/PDL4100, DL/PDL4500 Trilogy Privacy/Lock Down Pushbutton -for restrooms, on-call rooms, file rooms, fitting rooms, classrooms  
page 6



## High Security PIN/Prox ID

DL3500, PDL3500 Trilogy high security mortise locks and keyless gate locks with and without prox  
page 7



## Glass/Aluminum Doors

DL1200, DL1300, PDL1300 Trilogy Narrow Stile Pushbutton aluminum door trim latch locks for PIN or Prox ID card access  
page 9



## Exit Doors

ETDL, ETPDL TrilogyExit retrofits existing bars and saves manpower on guard tours  
page 8

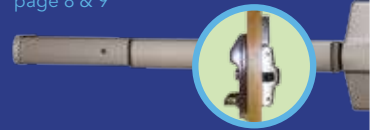
## Glass & Standard Pushbar Doors

DL1200, DL/PDL1300ET TrilogyExit keyfob convenience and greater security for panic devices on standard & narrow stile aluminum frame glass doors  
page 8 & 9



## Access Keypads

DK3000 & PDK3000 Trilogy Matching Weatherproof PIN/Prox. ID Access Keypads with audit trail  
page 11



## Architech Series Locks

Designer Wireless Access Control Systems  
page 18-21

All Trilogys feature  
no fee/license FREE  
Windows-based  
software

Keyless access locks trusted by more leading  
retailers, firms, hospitals, schools & airports



Now get convenient keyless PIN code or Prox access anywhere there's a glass door.

Trilogy Narrow Stile lever models (left and right) designed to work with Adams Rite® latch series; Thumbturn models (shown at center) support swing & hook bolt products.

Plus, PC-programmable 1300 Series models provide audit trail log of door users.



## Pushbutton aluminum door trim retrofit glass doors with latch locks

### DL1200, DL1300

- Add keyless convenience to mechanical latch locks from Trilogy's all-metal, vandal-resistant 12-button keypad and/or automatic timed-scheduled locking/unlocking and audit trail with 1300 Series
- Aluminum door retrofit outside trim for Adams Rite® 1850, 1950, 4710, 4070, 4730, 4900 Series and MS1850S and MS1950S Series latch locks
- DL1200 supports 100 3-5 digit PIN user codes, fingertip programmable
- DL1300 (and Prox PDL1300, right) support 2000 users, PC programming/reporting and features 40,000 event audit trail by user and 500 event schedule/real time clock (e.g. lock/unlock by time)
- Weatherproof -31° to +151°F (-35° to +66°C)
- Long-life, battery-operated for 100,000 and 80,000 cycles respectively, typical on 2 lithium 3V batteries, supplied; low battery alert
- Compact styling 14-3/8"H x 1-5/8"D x 1-3/4"W
- Key override mortise cylinder, 1-1/4" supplied. (Supports 1-1/8", 1-1/4" and 1-3/8"). Also interchangeable cores supported (Corbin/Russwin, Yale, Schlage, Medeco.)
- Backsets 31/32", 1-1/8" and 1-1/2"; Stile thickness 1-3/4"
- Non-handed; fully field-reversible
- Four finishes US26D satin, 10B Durondic, MS metallic silver and MB metallic bronze

## Narrow stile prox ID card PC-programmable model with audit trail

### PDL1300

Includes all of the 1300 Series features, at left:

- Built-in HID prox reader, supports up to 2000 users with HID Prox ID cards or fobs or 3-6 digit PIN codes
- Easy Tap & Add batch prox ID card enrollment mode allows many cards to be quickly added without PC –also– downloadable from PC or prox enroller tool
- 40,000 event time-/date-stamped audit trail by user
- 500 event schedule/real time clock (e.g. lock/unlock by time)
- Long-life, battery-operated for 65,000 cycles, typical on 2 lithium 3V batteries, supplied; low battery alert



Ideal for universities, hospitals, laboratories, airports, office buildings & retailers

## Trilogy audit trail and programming

### AL-IR1 Infrared Printer

- Prints the event log and user code with hand-held convenience.

### AL-DTMIII Data Transfer Module

- Module used to transfer program data from the PC to the lock and receive Audit Trail from the lock. Can transfer program data for up to 200 locks.

### AL-PRE

- Alarm Lock Prox Reader/Enroller (For Use With Prox Lock) Prox Card Reader/Enroller Enables instant, automatic enrollment of Prox Cards into DL-Windows (just tap the Prox Card/fob device to the unit's faceplate to enroll)! Supports all prox cards and prox keyfobs. Simultaneous card enrollment, downloading or lock polling – all on just one serial port. Replaces AL-PCI. 9V Battery operation (6 mos. to 1 year, typical).

### DL-WINDOWS SOFTWARE

- Windows-format software used to create programming, manager, users and schedules, receive audit trail from lock, program the lock using PC or laptop, program the AL-DTMIII to program multiple locks and configure the AL-DTMIII to transfer data.
- Free download at [www.alarmlock.com](http://www.alarmlock.com)

### AL-PCI2 (not shown)

- Interface cable interconnects lock and PC for data transfer. (AL-PCI also includes DL-WINDOWS CD)

### AL-PCI2U, (shown) as above, with USB interface cable

## Remote Release Kit

### RR-TRILOGYKIT

- Remote release kit for all Trilogy Cylindrical models includes the RR-1BUTTON for desk mount applications and RR-RECEIVER which is designed to be installed inside the battery compartment next to the battery pack of any cylindrical Trilogy lock. The RRRECEIVER connects to the 2 white remote release wires inside the battery compartment and to the black and red battery pack wires to power the receiver. These kits will retro fit to any existing cylindrical Trilogy manufactured since 1994.

## Choice of three Trilogy finishes



US3  
Polished Brass



US26D  
Satin Chrome



US10B  
Duronodic

## U.S. Handing options



00 Straight Lever



75 Regal Curved Lever



25 Turnpiece  
50 Knob available on  
DL1250/1350

Matching  
Trilogy &  
Networkx  
Keypad  
models, see  
pgs 14 & 17

## Trilogy & Networkx ordering information

### Cylindrical Trilogys

**DL 27 00 WP IC /26D -Y**

#### Model/Series:

DL27 = DL2700 Series  
DL28 = DL2800 Series  
DL30 = DL3000 Series  
DL32 = DL3200 Series  
DL52 = DL5300 Series  
PDL30 = PDL3000 Series  
PDL53 = PDL5300 Series

#### Networkx Wireless:

DL6100 PIN Series;  
PDL6100, 7100 PIN/Prox

#### Trim:

00 = Lever  
75 = Regal Curved Lever

#### Exterior/Interior Use:

For Exterior use of DL2700 & DL3000 only, order **WP** for weatherproof use. All other models are weatherproof as standard.

#### Cylinder:

IC = Standard Interchangeable Core Prep for Best, Falcon, Arrow, KSP  
(Note: No "IC" indicates standard K.O. cylinder.)

#### Finish:

/3 = US3 Polished Brass  
/26D = US26D Satin Chrome  
/10B = Duronodic (Special Order)

#### Special Order IC Prep:

-Y = Yale  
-M = Medeco  
-R = Sargent  
-C = Corbin/Russwin  
-S = Schlage

### Mortise Trilogys

**DL 35 00 DB R /26D EX**

#### Model & Series:

DL35 = Trilogy T3 Mortise Series

#### Networkx Wireless:

DL6500 PIN; PDL6500 PIN/Prox

#### Trim:

00 = Standard Lever  
75 = Regal Curved Lever (U.S. Option Only)

#### Lock Body:

DB = Dead Bolt  
CR = Class Room (U.S. Only)

#### Handing:

Your Door -	Order -
Left Handed	L
Right Handed	R
Left Hand Reverse Bevel	R
Right Hand Reverse Bevel	L

(Note: Trim is non-handed. Lock body is field reversible.)

#### Finish:

/3 = US3 Polished Brass  
/26D = US26D Satin Chrome  
/10B = Duronodic (Special Order)

#### European Model Suffix

Not Used For U.S. Models  
\*Note: Standard Lever for U.S. Models is Straight Lever. Standard Lever for European Models is Curved Tubular Lever

### Trilogy Narrow Stile

**DL1200/26D1**

#### Model Type

PDL = Prox/PIN  
DL = Digital PIN

#### Trilogy Series

12 = 2700 Series  
13 = 3000 Series

#### Trim

00 = Lever  
25 = Turnpiece  
50 = Knob  
75 = Regal lever

#### Finish

/26D Satin Chrome  
/10B Duronodic  
/MS Metallic Silver  
/MB Metallic Bronze

#### Mechanical Dead Latch

1 – Supports Adams Rite:  
4710, 4730, 4900 Series  
2 – Supports Adams Rite:  
4070, MS1850S,  
MS1850S-050, MS1950,  
MS1950-050  
3 – KIT Includes Adams Rite  
4900 with 1-1/8" backset,  
628 & 313 faceplate  
4 – KIT Includes Adams Rite  
4900 with 1-1/2" backset,  
628 & 313 faceplate

### Trilogy Exit

**ETPDL- 1 R/ 26D V99**

#### Type:

PDL = Digital with Prox  
PL = Prox Only  
DL = No Prox  
N = (suffix) Networkx Wireless

#### Door Thickness:

1 = 1 3/4" + 1/8"  
2 = 2" to 2 3/4"  
3 = 3" to 4"

#### Handle:

R = Regal  
S = Straight

#### Finish:

/3 = US3 Polished Brass  
/26D = US26D Satin Chrome  
/10B = Duronodic (Special Order)

#### OEM Trim

V99 = Von Duprin 99  
C50 = Corbin ED5000 & Yale  
D93 = Dorma 9300  
A38 = Arrow 3800  
S88 = Old Style Sargent  
N58 = New Style Sargent  
P11 = Precision 1100  
CR8 = Cal



# networkx

by Trilogy

## Wireless Trilogy Networkx™ Locks supports 802.11 or ethernet

### DL6100 & prox/PIN version PDL6100

Trilogy Networkx Locks eliminate door-to-door programming and audit trail retrieval by communicating wirelessly via Ethernet or 802.11B/G, while providing all original Trilogy standalone lock's functionality. They provide a quick, easy, economical access system with advanced features & functions, like automatic schedules, event logs and support for 2000 doors and 5000 existing Prox. ID Cards/Badges, but with no wires to run, and no access panels or power supplies to buy or install. At its simplest it's one Grade 1 durable wireless lock per door, installed in about an hour, all communicating to a single Gateway (each gateway controls up to 63 locks), networked to any non-dedicated Windows-based PC. In addition to Wireless Trilogy Networkx' unsurpassed battery-life, exceeding 5 years, they feature new network-wide capabilities, executed from any lock or the network's PC, including emergency priority global lockdown deployed in seconds, and you can activate (non-priority) system-wide free-passage or locking modes from the PC. For existing Trilogy installations, original standalone and new Trilogy Networkx locks can seamlessly share one common database hosted on free Alarm Lock DL-WINDOWS software.

- **Trilogy Networkx Locks communicate wirelessly via Ethernet or 802.11B/G** for a comprehensive wireless networked door access control system, eliminating door-to-door programming and audit trail retrieval and providing all standalone Trilogy lock functionality plus new network-wide and emergency lockdown features
- **Unsurpassed 5-year+ battery life, typical,** (Automatic battery status reports at the PC; visual and audible low-battery status indicators at lock(s).)
- **Trilogy Networkx and gateway modules have an integral transceiver for highly-efficient 900MHz bidirectional communications,** for longer range and less interference than with more common 2.4GHz spread spectrum devices. Alarm Lock devices require NO wiring; NO splitters or repeaters; NO hardwiring to the host/server; NO extra power supplies; and NO access controller/panels.
- **In 10 seconds, activate emergency global lockdown from the Networkx PC or any Networkx lock.** (This priority emergency command is lightning-fast system-wide and supercedes all scheduled programs or updates, etc. However, if desired, locks may be selective programmed to be excluded from emergency global lockdown function, i.e., they will ignore the command.)
- **System-wide free-passage enable or disable,** can likewise be activated from the Networkx PC
- **Locks support up to 5000 users with 3-6 digit numeric PIN codes and PDL-Series also support prox ID card users** (virtually all HID™ format proximity technology ID cards, fobs, credentials.)



# Trilogy Networkx: A wireless model for every application

5.E.c



## More Networkx Models & Options:

**PDL6100** Cylindrical Trilogy® Networkx™ PIN/Prox. Wireless Access Control Lock with built in HID proximity ID card reader, full-metal digital keypad, integral bi-directional radio, 4-C cell battery-operated (batts. supplied), serial number ID card, standard format SCI keyway for manual key override, 4-7/8" ASA Strike (incldd).

**DL6100** Cylindrical Trilogy Networkx PIN-Code Wireless Access Control Lock, as above, with full-metal digital keypad only.

**PDL6500** Trilogy® Networkx™ PIN/Prox. Wireless Access Control Mortise Lock with built in HID proximity ID card reader, full-metal digital keypad, integral bi-directional radio, 4-C cell battery-operated (batts. supplied), serial number ID card, standard format SCI keyway for manual key override, 4-7/8" ASA Strike (incldd).

**DL6500** Trilogy Networkx PIN-Code Wireless Access Control Mortise Lock, as above, with full-metal digital keypad only.



**PDL7100** Cylindrical Trilogy Networkx™ iClass™ Prox. Wireless Access Control Lock with built in 13.56 MHz iClass HID proximity ID card reader/enroller, full-metal digital keypad, integral bi-directional radio, 4-C cell battery-operated (batts. supplied), serial number ID card, standard format SCI keyway for manual key override, 4-7/8" ASA Strike (incldd).

**PDL7500** Mortise version of above

**ETDLN TrilogyExit** Clutch Mechanism insures long life and durability. Fingertip and/or Windows programmable, 2000 User Codes: Master, manager, supervisor and users, Real Time Clock for up to 35,000 Event Time/Date-Stamped Audit Trail and Up to 500 Lock/Unlock Schedules (with Time Zone Support). Rugged 12-Button Metal Keypad, non-Handed; Fully Field Reversible. Adaptable to most major manufacturers of standard RIM and IC RIM Cylinder. Supports most panic exit devices, including Von Duprin, Corbin, Yale, Dorma, Arrow, Sargent, Precision and Cal Royal

**ETPDN Networkx Prox Trilogy Exit** model for added convenience and security. Includes all of the features above plus: Accepts most HID Proximity cards and keyfobs; Users are individually programmed to use a card only, code only, or for highest security – both card and code. Prox card data can be added to software by uploading from lock, by using AL-PRE or entering directly from computer using DL-WINDOWS Networkx software.



**RR-4BKEYFOB** Optional remote release keyfob (shown).

**RR-1BUTTON** Optional desk-mount version of above.

## DL-WINDOWS

Free Alarm Lock Trilogy Microsoft Windows-based software application, v4.0.1 or higher, supports Trilogy Networkx and Trilogy standalone locks, with single database. No-charge, downloadable online at [www.alarmlock.com](http://www.alarmlock.com)

## AL-IM80211

Hardwire/Wireless Gateway Interface Module, with integral bi-directional radio, interfaces Network locks with hardwired Ethernet and wireless 802.11. Powered with Class 2, 6VAC transformer (supplied). Supports up to 63 Networkx Locks. Two antennas. Ceiling or wall mountable.

**AL-IME** Hardwire Gateway Interface Module, supports up to 63 Networkx Locks, similar to above, but using hardwired connection to the network via RJ45 Ethernet cable. One antenna. Powered with Class 2, 6VAC transformer (supplied). Ceiling or wall mountable.

**AL-IMEPOEP** Hardwire Gateway Interface Module + POE, supports up to 63 Networkx Locks, as above, but using hardwired Ethernet and Power Over Ethernet (P.O.E.). Connects directly to a network via Ethernet cable. One antenna. Ceiling or wall mountable.



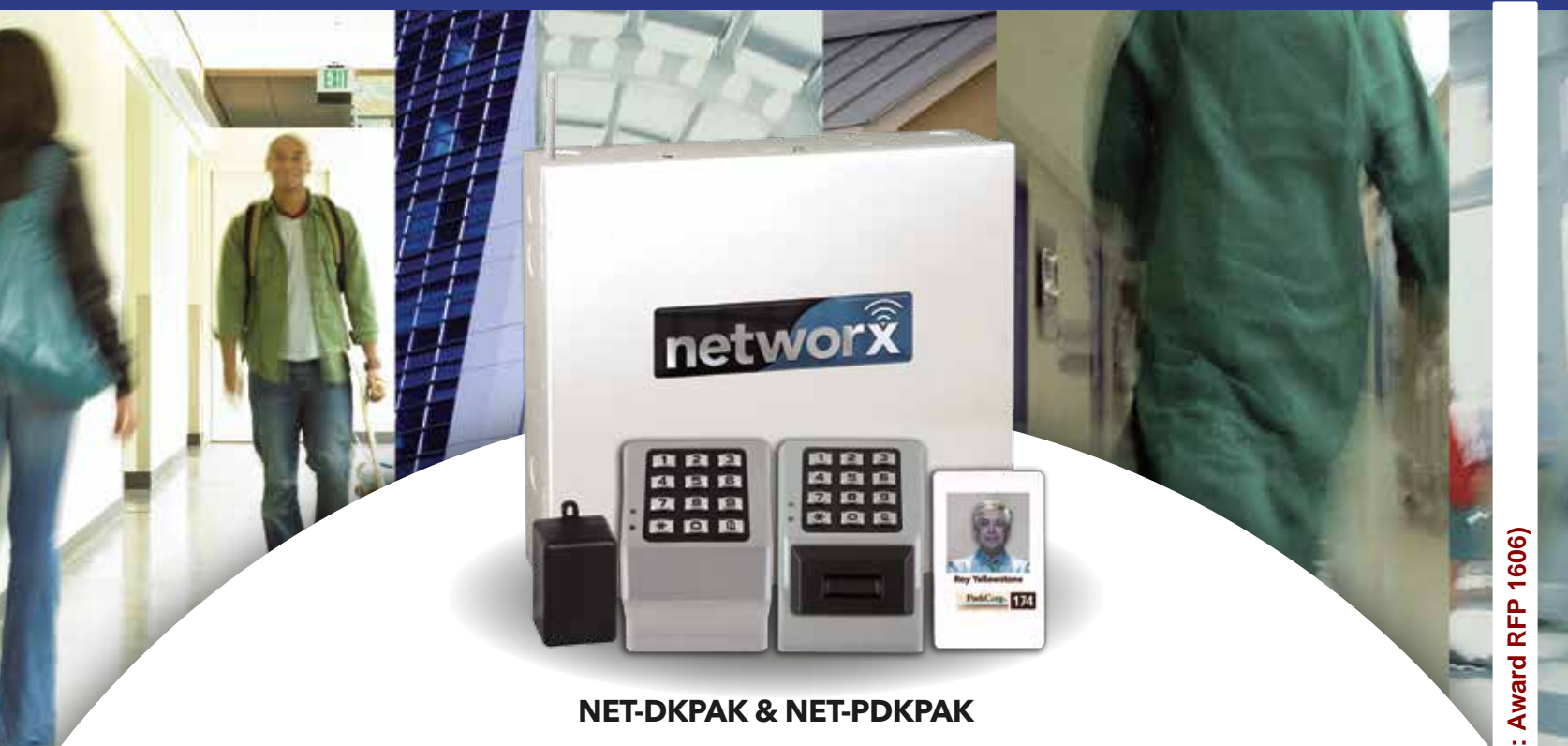
Add Networkx Trilogy convenience, programming, flexibility, audit trail and wireless connectivity to panic exit devices from most major manufacturers

Turn Standalone Trilogy Locks into Wireless Networkx Locks with New Field Upgrade Kits for Standalone PIN or PIN/Prox Cylindrical or Mortise Models. Call for more or go to <http://www.alarmlock.com/networkupgradekits>

Packet Pg. 71

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)





## NET-DKPAK & NET-PDKPAK

**Versatile for indoors and outside; ideal for education, healthcare, government, airports, courts, municipalities, & retail**

- Familiar Trilogy operation, programming, software and ruggedness
- NetPanel Controller supports 2 Networkx keypads and/or 2 Wiegand output readers /devices
- Key features: Global lockdown and passage from keypad or PC, schedules, 35K event log, door position status indicator, request-to-exit, door ajar/kick-in, remote release options.

## Features

- Networkx NetPanel supports up to 2 Networkx wireless keypads and/or Wiegand-output readers and communicates wirelessly via Ethernet or 802.11B/G for a comprehensive wireless networked door access control system, eliminating door-to-door programming and audit trail retrieval and providing all standalone Trilogy lock functionality plus new network-wide global emergency lockdown/unlock commands
- Networkx Keypads support up to 5000 users with 3-6 digit numeric PIN codes and NETPDK-Series also support prox ID card users (virtually all HID format proximity technology ID cards, fobs, credentials.)
- System-wide free-passage enable or disable, can be activated from the keypad or the Networkx PC
- On demand, in seconds, wirelessly change keypad users, schedules, features or retrieve 35,000 events from any networked PC.
- Ideal for use with mag locks, strikes and electrified exit /panic devices (EL-devices/ electrified latch retraction devices.)

Trilogy Network Wireless Keypads and NetPanel combine to provide the ideal wireless keypad solution for use with mag locks, strikes and electrified exit devices in a smart access system with advanced features & functions, like automatic schedules, event logs and support for 2000 doors and 5000 existing Prox. ID Cards/Badges. The Networkx Panel communicates via a Networkx Gateway networked to any Windows-based PC. Networkx keypads seamlessly share one common database hosted on free Alarm Lock free software (along with Networkx locks and standalone Trilogys too.). This cost effective system is very scalable, and up to 63 NetPanels, controlling up to 126 Networkx Keypads (or wiegand devices), can communicate to as little as one Alarm Lock Gateway. Two starter kits are available, NET-DKPAK & NET-PDKPAK, each with a controller and keypad (Digital PIN or Prox, respectively). Additional keypads and NetPanels may also be purchased individually.

## Advantages

- New Wireless Keypad solution - networked versions of popular Trilogy DK/ PDK3000 Keypads
- Ideal for use with strikes, mags, electrified exit devices
- 5000 users with 3-6 digit PINs or HID® ID cards
- Save manpower - Bidirectional 802.11/ ethernet network communications updates, users, time-schedules and audit trail queries — without ever going to the keypads

- Free Alarm Lock DL-WINDOWS software doesn't require a dedicated computer or a special computer network or costly server software licenses, it simply runs as a secure Microsoft Windows-based application, on any computer system (as basic as a desktop or laptop PC), a wired or wireless router, and a gateway module or on an internal LAN with static IP address (recommended). MS XP and Vista supported (v4.01 or higher).
- Wall- or ceiling-mountable, compact Alarm Lock Networkx Gateway Modules and are available in wireless/hardwired and wired-only versions (with Power Over Ethernet (POE) option). The hybrid model connects using either 802.11 or standard Ethernet cable; the wired versions use an RJ-45 Ethernet cable. Networkx communications support both wired Ethernet 10BaseT and wireless 802.11. Networkx Gateways' wireless coverage performance equals or surpasses that of 802.11, with each Gateway spanning up to 900' clear field range or 50,000 square feet of indoor coverage, typical\*\*\*.
- Up to 50 wall- or ceiling-mountable, compact gateway modules can be used per account and are available in wireless/ hardwired and wired-only versions, (with Power Over Ethernet (POE) option). The hybrid model connects using either 802.11 or standard Ethernet cable; the wired versions use an RJ-45 Ethernet cable. Networkx communications support both wired Ethernet 10BaseT and wireless 802.11.
- Up to 2000 NetPanels can be used per account to further expand system capabilities.

## NETPANEL dedicated access panel Includes

- Circuit board with onboard flash memory; 12V power supply, with transformer and rechargeable backup battery
- Inputs supporting two of any combination of NETDK or NETPDK keypads, PLUS up to two Wiegand devices
- Special "Two Door Mode" allows two keypads and/or two Wiegand devices to separately control two doors
- Two Form-C relays
- Inputs for door position contact to indicate the status of the door, open or closed;
- Inputs for a remote release button or sensor
- Onboard bi-directional Networkx radio
- Wiegand interface, red LED, green LED, and sounder.

## Wiegand Device Support

- The NetPanel's Wiegand inputs currently support all Wiegand output devices, that support the Data 0/Data 1 communications protocol and are compatible with HID Prox credentials (including Wiegand keypads and combination units.)

## Examples of Wiegand Devices Supported:

- HID Classic Swipe Wiegand Reader Model 310 (36-bit card format compatible).
- HID ProxPro with Keypad Model 5355
- HES model RF5910 Hybrid Electric Strike with HID125k reader

\*\*\* Other formats may be accommodated for special orders. Ask you Alarm Lock Representative.

## Ordering Info.

**NETPDKPAK26D** Complete 2-Door NetPanel System with 1 PDK wireless keypad with built in HID Prox Reader, 26D finish. \*\*\*\* Includes 12 volt power supply, onboard bidirectional radio, 4Ah/12V rechargeable backup battery and plug in AC transformer. (System requires use of one of the AL-IM Series Gateway Modules, separately purchased.)

**NETDKPAK26D** Complete 2-Door NetPanel System with 1 DK wireless keypad, 26D finish. \*\*\*\* Includes 12 volt power supply, onboard bidirectional radio, 4Ah/12V rechargeable backup battery and plug in AC transformer. (System requires use of one of the AL-IM Series Gateway Modules, separately purchased.)

**NETPDK26D** PDK Wireless Keypad with built in HID Prox Reader only, 26D finish. \*\*\*\*

**NETDK26D** DK Wireless keypad only finish.

(\*\*\*\*Note: Special keypad finishes may also be available – ask your Alarm Lock Rep.)

**NETPANEL** Access Control Panel to be used with other approved Wiegand output readers. Includes 12 volt power supply, onboard bidirectional radio, 4Ah/12V rechargeable backup battery and plug in AC transformer.

**DL-WINDOWS** Free Alarm Lock Trilogy Microsoft Windows-based software application, v.4.177 or higher, supports Trilogy Network Wireless Keypads, Locks and Trilogy stand-alone locks, with single database. No-charge, downloadable online at [www.alarmlock.com](http://www.alarmlock.com)

**AL-IM80211** Hardware/Wireless Gateway Interface Module, with integral bi-directional radio, interfaces Networkx keypads/locks with PC network with hardwired Ethernet and wireless 802.11. Powered with Class 2, 6VAC transformer (supplied). Supports up to 63 Networkx NetPanels. Two antennas. Ceiling or wall mountable.

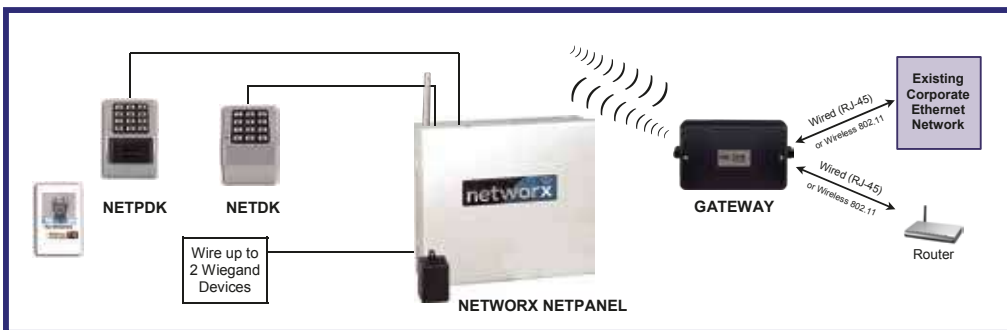
**AL-IME** Hardware Gateway Interface Module, supports up to 63 Networkx NetPanels, similar to above, but using hardwired connection to the network via RJ45 Ethernet cable. One antenna. Powered with Class 2, 6VAC transformer (supplied). Ceiling or wall mountable.

**AL-IMEPOEP** Hardware Gateway Interface Module + POE, supports up to 63 Networkx NetPanels, as above, but using hardwired Ethernet and Power Over Ethernet (P.O.E.). Connects directly to a network via Ethernet cable. One antenna. Ceiling or wall mountable.

\*\* Note: Battery life is directly proportionate to activations: users, door usage, program updates and audit trail downloads. Expected 5 year+ battery consumption estimate assumes 2000 authorized users, 100 passes per day, 365 days per year; daily updates changing one user and downloading 200 logged events every day.

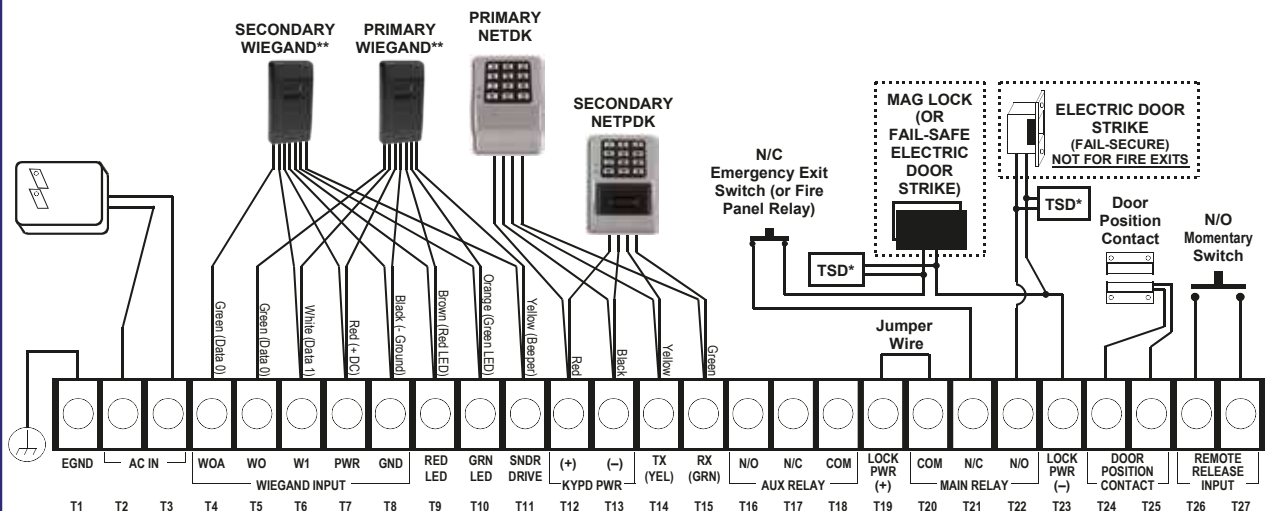
\*\*\* Note: Actual coverage is dependent upon building construction and mounting location of Gateway. Multiple AL-IM Series Gateways may be used for large coverage areas.

## SIMPLE NETWORKX WIRELESS KEYPAD SYSTEM



## MAGNETIC LOCK AND/OR ELECTRIC DOOR STRIKE ONE OR TWO DOORS/ TWO KEYPADS AND/OR TWO WIEGAND DEVICES

The system is capable of controlling two doors using up to two of any combination of NETDK or NETPDK keypads, PLUS up to two Wiegand devices. Two auxiliary Form-C relays are available for up to two of any combination of magnetic locks and/or electric door strikes.



\*TSD = Transient Suppression Device (two supplied). Mount the TSD as close to the device to be protected as possible.

\*\*Example device shown: HID ProxPoint® Plus Model 6005B.



# NORTHWEST FIRE DISTRICT

*Our Mission is to Save Lives, Protect Property, and Care for Our Community.*

ADMINISTRATION/PREVENTION & SAFETY  
5225 W. MASSINGALE ROAD  
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 www.northwestfire.org



5.E.c

January 3, 2017

## ADDENDUM NO. 1

### REQUEST FOR PROPOSALS NO. 1606

#### LOCK SYSTEMS

This Addendum No. 1 is hereby made a part of the Request for Proposals and shall be included with all documentation. Offeror shall acknowledge receipt of this Addendum No. 1606 by including this Addendum with all proposals, signing and dating the following statement:

Addendum No. 1 acknowledged by \_\_\_\_\_

(Signature)

Date 01/25/2017

Name/Title \_\_\_\_\_

Michael Wallick, AHC FDAI  
Manager Access Technologies  
(Typed or printed)

Name of firm \_\_\_\_\_

Kelley Bros of Arizona

1. The RFP due date and time remains unchanged from: Thursday, January 19, 2017 @ 11:00 AM Local Time.

2. The following questions were received:

a. Where are the locations where the locks being installed?

Answer: All over the District. 17 locations.

b. What type of doors are the locks being installed on?

Answer: Mostly metal exterior doors, but some store fronts.

c. Are there doors with panic bars, or narrow stile glass doors?

Answer: Yes, a few.

d. Are the gates pedestrian gates or drive gates?

Answer: Drive through.





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e. Do the gates have automatic operators?

Answer: Yes.

f. Do the gates currently have mechanical hardware? What kind?

Answer: Yes on mechanical. Don't know what kind.

g. Do the gates have electronic strikes or mag locks?

Answer: Unknown.

h. Is there power at the gates?

Answer: Yes.

i. How many access cards will be needed?

Answer: Would like to use existing HID Prox cards. But if we need to purchase, it would be 300.

j. Is the programming being done at a central location, or at individual locations?

Answer: Would like to be able to do at a central location.

k. Do all locations have Wi-Fi and Wi-Fi ports available?

Answer: Yes.

l. Can I do on site visits?

Answer: We can schedule a walk through if anyone would like a visit.

m. Whether companies from outside USA can apply for this? (like, from India or Canada)

Answer: The awarded firm would need to guarantee a certain response time for on-site service.

n. Whether we need to come over there for meetings?

Answer: Yes, offerors will need to attend any on-site meetings as required.

o. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: No. Work will need to be performed on-site.

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)





# NORTHWEST FIRE DISTRICT

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5225 W. MASSINGALE ROAD  
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



5.E.c

p. Can we submit the proposals via email?

Answer: No. See page 2 of 21 Instructions to Offerors.

3. All other terms and conditions remain unchanged.

The revised documents can be downloaded from our website at  
<http://www.northwestfire.org/public-info/purchasing>.

Raymond Thibault  
Buyer

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



# NORTHWEST FIRE DISTRICT

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ADMINISTRATION/PREVENTION & SAFETY  
5225 W. MASSINGALE ROAD  
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



5.E.c

January 6, 2017

## ADDENDUM NO. 2

### REQUEST FOR PROPOSALS NO. 1606

#### LOCK SYSTEMS

This Addendum No. 2 is hereby made a part of the Request for Proposals and shall be included with all documentation. Offeror shall acknowledge receipt of this Addendum No. 2 by including this Addendum with all proposals, signing and dating the following statement:

Addendum No. 2 acknowledged by \_\_\_\_\_

(Signature)

Date 01/25/2017

Name/Title Michael Wallick, AHC FDAI  
Manager Access Technologies  
(Typed or printed)

Name of firm Kelley Bros of Arizona

1. The RFP due date and time remains unchanged from: Thursday, January 19, 2017 @ 11:00 AM Local Time.
2. Optional site visits are scheduled to be held at the following location on Thursday, January 12, 2017 at 9:00 AM Local Time. Please contact Raymond Thibault at (520) 887-1010 x2803 to notify the District who will be attending from your firm. All interested parties should meet at the front gate of the NWFD Training Center at 5125 W. Camino de Fuego, Tucson, AZ 85743. Please be advised, there is road construction along the frontage road in this area – please estimate for travel time if you plan to attend.
3. All other terms and conditions remain unchanged.

The revised documents can be downloaded from our website at  
<http://www.northwestfire.org/public-info/purchasing>.

Raymond Thibault  
Buyer



# NORTHWEST FIRE DISTRICT

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5225 W. MASSINGALE ROAD  
TUCSON AZ 85743

PHONE: (520) 887-1010 FAX: (520) 887-1034 [www.northwestfire.org](http://www.northwestfire.org)



5.E.c

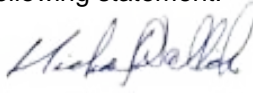
January 13, 2017

## ADDENDUM NO. 3

### REQUEST FOR PROPOSALS NO. 1606

#### LOCK SYSTEMS

This Addendum No. 3 is hereby made a part of the Request for Proposals and shall be included with all documentation. Offeror shall acknowledge receipt of this Addendum No. 3 by including this Addendum with all proposals, signing and dating the following statement:

Addendum No. 3 acknowledged by  Date 01/25/2017  
(Signature)

Name/Title Michael Wallick, AHC FDAI  
Manager Access Technologies  
(Typed or printed)

Name of firm Kelley Bros of Arizona

1. The RFP due date and time has been extended to: Thursday, January 26, 2017 @ 11:00 AM Local Time.
2. The following pricing page has been added to APPENDIX I: COST SUMMARY and must be completed and included with your proposal submittal.

#### APPENDIX I: COST SUMMARY – PAGE 2

3. All other terms and conditions remain unchanged.

The revised documents can be downloaded from our website at  
<http://www.northwestfire.org/public-info/purchasing>.



Raymond Thibault  
Buyer

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



**OFFER AND ACCEPTANCE****RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID**Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.****OFFER****TO THE NORTHWEST FIRE DISTRICT**

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

**For clarification of this offer, contact:****Kelley Bros of Arizona**

Company Name

**3440 N. 27th Avenue**

Address

**Phoenix, AZ 85017**

City

State

Zip

Name: **Michael Wallick, AHC FDAI**Phone: **602-358-2620**Fax: **602-916-1701**E-mail: **mwallick@kelleybros.com**


Signature of Person Authorized to Sign

**Michael Wallick**

Printed Name

**Manager Access Technologies**

Title

**CERTIFICATION**

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER**

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Proposal, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1606. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

**NORTHWEST FIRE DISTRICT**, a political subdivision

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Michael J. Brandt

As Northwest Fire District Fire Chief and not personally

George Carter

As Northwest Fire District Chair and not personally

Thomas A. Benavidez

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.

**VENDOR INFORMATION/SERVICE:** All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address and/or E-mail to which purchase orders are to be sent.

**Kelley Bros of Arizona** [mwallick@kelleybros.com](mailto:mwallick@kelleybros.com)  
**Access Technologies**  
**3440 N. 27th Avenue**  
**Phoenix, AZ; 85017**

#### COMPLIANCE TO SCOPE OF WORK

Is Descriptive literature enclosed?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is Offer and Acceptance Page properly signed? Proposals submitted without an original, signed Offer and Acceptance Page may be deemed nonresponsive.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are addendums signed and attached? <a href="http://www.northwestfire.org/public-info/purchasing">http://www.northwestfire.org/public-info/purchasing</a>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

#### PRICE

Please Indicate number of days that prices are firm.	<b>365 from acceptance</b>
Are prices indicated by unit and totals?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



# NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP Number: 1606 Title: **Lock Systems**

**DUE IN:** THURSDAY, JANUARY 19, 2017 AT 11:00 A.M. AZ TIME **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

This solicitation may be obtained from our website at: <http://www.northwestfire.org/public-info/purchasing> Any interested offerors without internet access may obtain a copy of this solicitation by calling (520) 887-1010, or a copy may be picked up during regular business hours at the Northwest Fire District Administration, 5225 W. Massingale Road, Tucson, Arizona 85743. If you experience any problems receiving this Request for Proposals, please call (520) 887-1010.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or faxed to (520) 887-1034. A "No Bid" will be considered a response. Returning this form only does not fulfill bid requirements unless responding with a "No Bid" as shown below.

E-mailed, faxed and verbal offers are not acceptable.

**CHECK APPROPRIATE BOX:**

- ☐ **I am submitting a "No Bid" at this time.**  
Please keep my name on the District's Bidder's List.
- ☐ **I cannot provide services of this nature.**  
Please remove my name from this category. I will submit a revised Vendor Registration Form  
A copy of the Vendor Registration Form is at <http://www.northwestfire.org/public-info/purchasing>
- ☐ **I no longer wish to do business with Northwest Fire District.**  
Please remove my name from the District's Bidder's List.
- ☐ **I am no longer in the business to provide these services.**  
Please remove my name from the District's Bidder's List.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Telephone/Fax Number

\_\_\_\_\_  
Type Name and Position Held with Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

RFP Notice to be mailed: 12/14/2016

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)



# NORTHWEST FIRE DISTRICT NOTICE OF REQUEST FOR PROPOSALS (RFP)

RFP Number: 1606 Title: **Lock Systems**

**DUE IN:** THURSDAY, JANUARY 19, 2017 **AT 11:00 A.M. AZ TIME** **OPENING:** SAME DAY AT 11:00 A.M. AZ TIME

**Submit Proposal to:**

Northwest Fire District Administration  
5225 W. Massingale Road  
Tucson, Arizona 85743

**Pre-Proposal Conference:** NONE WILL BE HELD

**SOLICITATION:** Northwest Fire District (NWFD) is soliciting proposals from Offerors qualified, responsible and willing to provide the following Goods and/or Services in compliance with all solicitation specifications and requirements contained or referenced herein.

**GENERAL DESCRIPTION:** To provide the Northwest Fire District with lock systems per specifications called for herein.

Prospective Offerors may pick up a copy of the RFP packet, Monday through Friday, 8 am to 5 pm MST, at the address listed above.

A Pre-Proposal Conference will be held for the purpose of clarifying requirements and answering prospective offeror questions. It is the responsibility of prospective offeror to familiarize themselves with all requirements of the solicitation and to identify any issues at the conference. Attendance is optional and encouraged.

Proposals must be submitted as defined in the I. Instructions to Offerors, in accordance with the Standard Terms and Conditions, and Special Terms and Conditions. Failure to do so may be cause for rejection as *non-responsive*.

Offerors must complete and return all documents required in the section titled "PROPOSAL SUBMITTAL".

Proposals may not be withdrawn for 60 days after opening.

OFFERORS ARE REQUIRED TO READ THE ENTIRE SOLICITATION INCLUDING ALL REFERENCED DOCUMENTS, ASSURE THEY CAN AND ARE WILLING TO COMPLY, AND INCORPORATE ALL ASSOCIATED COSTS IN THEIR PROPOSALS.

\_\_\_\_\_  
David Gephart  
Finance Director

**THIS PROPOSAL IS OFFERED BY:**

Firm/Person **Kelley Bros of Arizona**

Address **3440 N. 27th Avenue**

City **Phoenix** State **AZ** Zip **85017**

Phone Number **602-358-2620**

Signature \_\_\_\_\_

Title \_\_\_\_\_

**Manager**  
**Access Technologies**

**Publish:** The Arizona Daily Star: 12/19/16, 12/20/16, 12/21/16, and 12/22/16

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

## I. INSTRUCTIONS TO OFFERORS

### 1. SUBMISSION OF PROPOSALS

Offerors shall submit one (1) original and three (3) copies of all proposal documents. Please send an electronic copy, in Word, Excel and/or PDF format, on a flash drive or CD-R. The submittal shall include all information requested by the solicitation and utilize, without modification, the forms provided by the solicitation. No substitute document for the forms will be accepted. In case of discrepancy between hard copies of the proposal and the electronic copy of the proposal submitted, the hard copy shall govern.

Telephoned, emailed, or faxed proposals are not acceptable.

Proposals must be received and time stamped at the location on or before the time and date as defined by the *Request for Proposals*. Late proposals will not be accepted and will be returned unopened.

Proposals must be signed by an authorized agent of the offeror and submitted in a sealed envelope marked or labeled with the offeror firm name, solicitation number, title, solicitation due date and time, to the location and not later than the time/date specified by the *Request for Proposals*. Proposals must be submitted in a sealed envelope/container and have "1606" written on the front.

Proposals and modifications received after the closing time specified will not be accepted.

Failure to comply with the solicitation requirements may be cause for the offeror's proposal to be rejected as *non-responsive*.

### 2. PREPARATION OF RESPONSES

All proposals shall be made using the forms provided in this package. All prices and notations must be printed in ink or typewritten. **No erasures are permitted.** Errors may be crossed out and corrections printed in ink or typewritten adjacent to error and shall be initialed in ink by person signing the proposal. Typewritten responses are **preferred**.

All proposals shall, as appropriate, indicate the registered trade name, stock number, and packaging of the items included in the proposal.

Surety required by this solicitation may be in the form of a bond, cashier's check or certificate of deposit made payable to *Northwest Fire District*. Personal or company checks are not acceptable.

### 3. PRICE BID & CERTIFICATION

Offerors shall complete and submit the price bid and certification documents utilizing the forms provided in this RFP. Requested information and data shall be provided in the precise manner requested. Product descriptions shall provide sufficient information to precisely document the product being offered. Failure to comply may cause the proposal to be improperly evaluated or deemed non-responsive.

The certification document must be completed and signed by an authorized representative certifying that the firm can and is willing to meet all requirements of the solicitation. Failure to do so may be cause to reject the proposal as non-responsive.

All unit prices shall remain firm for the initial term of the executed agreement, with the exception that should offeror during the term of the agreement offer to another buyer pricing for like or similar quantity, products or services more favorable than those given to District, that offeror shall offer same pricing to the District, effective the date effective to other buyer. Unit prices given by offeror shall include all costs required to implement and actively conduct cost control and reduction activities.

Unit Prices shall include all costs and, unless otherwise specified, shall be F.O.B. Destination. Unit prices shall prevail in the event of an extension error. Price each item separately. Delivery time, if stated as a number of days, shall mean "calendar" days. Northwest Fire District reserves the right to question and correct obvious errors.

### 4. GENERAL SPECIFICATIONS & DEVIATIONS

The specifications included in this solicitation are intended to identify the kind and quality of goods and/or services to be provided without being unnecessarily restrictive, and as required to provide the information needed for the development of consistent and comprehensive proposals.

Equipment brand names, models and numbers, when given, are intended to identify a level of quality, equivalent performance and dimensional specifications, and are for reference only, unless otherwise specified in the solicitation.



Failure to examine any drawings, specifications, and instructions will be at the offeror's risk.

Items included in the proposal shall meet the specifications and requirements set forth by the solicitation.

Deviation requests shall be specifically documented and clearly illustrate the deviation to the particular specification or the requirements set forth by this solicitation. The impact of the requested deviation on the end performance of the item shall be fully explained. Deviation requests shall be submitted prior to the initial solicitation due date. Requests submitted within 8 days of the solicitation due date may not be answered. Acceptance or rejection of said deviation request shall be at the sole discretion of the District.

All equipment shall be models of current production, latest design and technology, new and unused unless otherwise specified. Manufacturer and supplier documentation, including and not limited to the following, shall be provided by the successful offeror not later than 14 days after request by the District and at no additional cost: warranty; caution-informational warnings; recommended maintenance schedule and process; recommended spare parts list; operating, technical and maintenance manuals including drawings, if appropriate; product brochures; and material safety data sheets (MSDS).

## **5. COMPLIANCE WITH AGREEMENT**

Northwest Fire District will execute an agreement with the successful offeror by issue of a purchase order or contract.

The offeror agrees to establish, monitor, and manage an effective administration process that assures compliance with all requirements of the agreement. In particular, the offeror agrees that they shall not provide goods or services in excess of the executed agreement items, item quantity, item amount, or agreement amount without prior written authorization by amendment or change order properly executed by the District. Any items provided in excess of the quantity stated in the agreement shall be at the Offeror's own risk. Offerors shall decline verbal requests to deliver items in excess of the agreement and shall report all such requests in writing to the Northwest Fire District Warehouse Supervisor within 1 workday of the request. The report shall include the name of the requesting individual and the nature of the request.

## **6. INQUIRIES**

Results of this procurement will not be given in response to telephone inquiries. Interested parties are invited to attend the public opening at the time and date stated in this solicitation. A tabulation of submittals will be on file at Administration.

No oral interpretations or clarifications will be made to any offeror as to the meaning of any of the solicitation documents.

If a prospective offeror believes a requirement of the solicitation documents to be needlessly restrictive, unfair, or unclear, the offeror shall notify the Northwest Fire District in writing identifying the issue with suggested solution prior to the closing time set for receipt of the solicitation proposal. Responses from Northwest Fire District will be made by written addendum and sent to all known potential offerors. Issues identified less than 8 days prior to the solicitation opening date may not be answered.

## **7. CONFLICTING INSTRUCTIONS**

In the event there are variations or conflicts between these instructions and the special terms and conditions, the special terms and conditions shall govern.

**END OF INSTRUCTIONS TO OFFERORS**

## **II. STANDARD TERMS AND CONDITIONS**

### **1. PROPOSAL OPENING:**

Proposals will be publicly opened and offeror names will be read on the date and at the location defined in the *Request for Proposals*. No other information contained in the proposals will be disclosed at the opening. All interested parties are invited to attend.

### **2. PROPOSAL EVALUATION:**

Proposals shall be evaluated to determine which response is most advantageous to the District considering price, conformity to the specifications and other factors.

The District reserves the following rights: 1) to waive informalities in the proposal or proposal procedure; 2) to reject the response of any persons or corporations that have previously defaulted on any contract with Northwest Fire District or who have engaged in conduct that constitutes a cause for debarment or suspension; 3) to reject any and all responses; 4) to re-advertise for proposals previously rejected; 5) to otherwise provide for the purchase of such equipment, supplies materials and services as may be required herein; 6) to award the purchase order or contract on the basis of price and other factors, including but not limited to such factors as delivery time, quality, uniformity of product, suitability for the intended task, and offeror's ability to supply; 7) to increase or decrease the quantity herein specified.

### **3. AWARD NOTICES:**

An award notice will be issued by the district following award by the Northwest Fire District Governing Board. A tabulation of responses will be maintained at the Purchasing Department.

### **4. AWARD:**

Awards shall be made by the Fire District Governing Board in accordance with the Northwest Fire District policies. The District reserves the right to reject any or all bids, or to waive irregularities and informalities if it is deemed in the best interest of the District. Resulting agreements are not exclusive, are for the sole convenience of Northwest Fire District, and the District reserves the right to obtain like goods or services from other sources.

In the event that the resulting agreement is terminated for any reason during the initial term of the contract, Northwest Fire District reserves the right to award to an alternate offeror if deemed in the best interest of the District. A fully executed purchase order or contract mailed, or otherwise furnished, to the selected offeror will result in a binding contract without further action by either party.

### **5. FORM OF CONTRACT:**

It shall be understood by the offeror and the District that the proposal received is a signed agreement to furnish all goods and perform all services, including labor (if any), as stipulated in the documents, upon the award of the proposal. The District may issue a numbered purchase order which will serve as an additional Contractual Agreement with the successful offeror.

The two (2) documents (the original bid response bearing the signature of the offeror and the District's signed purchase order) become the forms of Contractual Agreement, agreeing to the performance of all conditions set forth in the solicitation, the standard conditions and special instructions and conditions, including any addenda issued by the solicitation.

If a firm submitting a proposal requires that an additional contract be signed by the District, a copy of the proposed contract must be included with the proposal. Proposed offeror contract documents will be reviewed by the District. A bidder's contract document shall not become part of the purchase contract unless and until it is signed by an authorized representative of the District. The District's contract documents shall govern in event of conflict with the terms of a bidder's contract. No contract exists on the part of the District until a written purchase order is issued. A signed and executed Offer and Acceptance will be considered sufficient notice of acceptance of contract. The Contract may be modified only through a written Contract Amendment agreed to and signed by both parties.

### **6. WAIVER:**

Each offeror, by submission of a proposal, proclaims, agrees, and does waive any and all claims for damages against Northwest Fire District, including its officers and employees, when any of the rights reserved by Northwest Fire District may be exercised.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****7. INTERPRETATION; APPLICABLE LAW:**

The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Arizona. If any of offeror terms or conditions are not in agreement with Northwest Fire District's terms and conditions as set forth herein, Northwest Fire District's shall govern. This Agreement incorporates the complete agreement of the parties with respect to the subject matter of this Agreement. No oral agreement or other understanding shall in any way modify these terms and conditions.

**8. PRICE WARRANTY:**

Offeror shall give Northwest Fire District benefit of any price reduction before actual time of shipment except that should Northwest Fire District permit shipment to be made prior to specified shipping date, Northwest Fire District shall have advantage of any price reduction before shipping date. Offerors agree that all pricing given includes all costs required to conduct aggressive and active cost control and reduction activities.

**9. PRICE ESCALATION:**

In the event that changes in economic conditions are such that Supplier requires price increases for subsequent renewals of the agreement, the offeror shall submit to the District a unit price escalation request with supporting documents justifying the requested increase not later than 90 days prior to the termination date of the current agreement. The request shall cite sources, specific conditions and in detail how they affect the cost of agreement items and include a listing of those efforts taken to control and reduce costs. The District will review the request and determine if it is in the best interest of the District to extend the agreement.

**10. QUANTITY:**

The quantity of goods ordered shall not be exceeded or reduced without written permission in the form of a properly executed purchase order or contract change except in conformity with acknowledged industry tolerances. All quantities are estimates and no guarantee regarding actual usage is provided.

**11. DELIVERY:**

On-time delivery of goods and services is an essential part of the consideration to be received by Northwest Fire District.

All delivery will be made prior to the expiration date of the agreement. Delivery made after the expiration date of the agreement will be at Offeror's sole risk, and invoices for delivery made after the expiration date of the agreement will be rejected.

A guaranteed delivery date, or interval period from order release date to delivery, must be given if requested by the Price Bid document.

Upon receipt of notification of delivery delay, Northwest Fire District at its sole option may cancel the order or extend delivery times. Such extension of delivery times will not be valid unless extended in writing by an authorized representative of the District.

To mitigate or prevent damages caused by delayed delivery, the District may require offeror to deliver additional quantity utilizing express modes of transport, and/or overtime, all costs to be contractor responsibility. The District reserves the right to procure from alternate source, and/or refuse receipt of or return delayed deliveries, at no cost to the District.

Offeror will not be held responsible for unforeseen delays caused by fires, strikes, acts of god, or other causes beyond Offeror's control, provided that Contractor provided prompt notice of delay as soon as Offeror had knowledge of said delay.

**12. INSPECTION:**

All goods and services are subject to inspection and testing at place of manufacture, the destination, or both, by Northwest Fire District. Goods failing to meet specifications of the order or contract shall be held at offeror's risk and may be returned to offeror with costs for transportation, unpacking, inspection, repacking, reshipping, restocking or other like expenses to be the responsibility of offeror.

In lieu of return of nonconforming supplies, Northwest Fire District, at its sole discretion and without prejudice to District's rights under the *Rights and Remedies of Northwest Fire District for Default* clause below, may waive any nonconformity, receive the delivery, and treat the defect(s) as a warranty item, but waiver of any condition shall not be considered a waiver of that condition for subsequent shipments or deliveries.

**II. STANDARD TERMS AND CONDITIONS (CONT.)****13. TAXES, FEES, EXPENSES:**

Articles sold to Northwest Fire District are exempt from federal excise taxes. Northwest Fire District will furnish an exemption certificate upon request. No separate charges for delivery, sales tax, drayage, express, parcel post, packing, insurance, license fees, permits, costs of bonds, or proposal preparation, will be paid by Northwest Fire District, unless expressly included and itemized by the solicitation documents. Pricing evaluations will be based on pre-tax pricing offered by vendor.

**14. PAYMENT TERMS:**

Payment terms are net 30, unless otherwise specified by the solicitation documents.

**15. ACCEPTANCE:**

Northwest Fire District will not execute an acceptance or authorize payment of any equipment or component prior to delivery and verification that all the specifications have been met.

**16. RIGHTS AND REMEDIES OF NORTHWEST FIRE DISTRICT FOR DEFAULT:**

In the event any item furnished by the offeror in the performance of the contract or purchase order should fail to conform either to the specifications thereof or to the sample submitted by the vendor with their proposal, Northwest Fire District may reject same, and it shall thereupon become the duty of the offeror to reclaim and remove the same, without expense to Northwest Fire District, and immediately replace all such rejected items with others conforming to the specifications or samples. Should the offeror fail, neglect, or refuse to do so, Northwest Fire District, shall have the right to purchase in the open market, in lieu thereof, a corresponding quantity of any such items and to deduct from any monies due or that may become due to the offeror the difference between the price named in the contract or purchase order and actual cost to Northwest Fire District. In the event the offeror shall fail to make prompt delivery as specified of any item, the same conditions as to the rights of Northwest Fire District to purchase in the open market and invoke the reimbursement condition above shall apply, except when delivery is delayed by fire, strike, freight embargo, or acts of god or of the government. In the event of cancellation of the contract or purchase order, either in whole or in part, by reason of the default or breach by the offeror, any loss or damage sustained by Northwest Fire District in procuring any items which the offeror agreed to supply shall be borne and paid for by the offeror. The rights and remedies of Northwest Fire District provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**17. FULL AND COMPLETE PERFORMANCE:**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of the blanket contract, purchase order or contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

**18. GRATUITIES:**

Offeror shall not give, offer to give, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. The District may cancel this contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by contractor or any agent or representative of contractor, to any employee of the District with a view toward securing a contract or with respect to the performance of this contract.

**19. FRAUD AND COLLUSION:**

Each offeror, by submission of a proposal, proclaims and agrees that no officer or employee of Northwest Fire District or of any subdivision thereof has: 1) aided or assisted the offeror in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other offeror; 2) favored one offeror over another by giving or withholding information or by willfully misleading the offeror in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) knowingly accepted materials or supplies of a quality inferior to those called for by any contract; 4) any direct or indirect financial interest in the proposal. Additionally, during the conduct of business with Northwest Fire District the offeror will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If at any time it shall be found that the person or entity to whom a contract has been awarded has, in presenting any proposal, or proposals, colluded with any other party or parties for the purpose of preventing any other proposal being made, then the contract so awarded shall be terminated and that person or entity shall be liable for all damages sustained by Northwest Fire District.



## **II. STANDARD TERMS AND CONDITIONS (CONT.)**

### **20. OTHER PARTICIPATING GOVERNMENTAL ENTITIES:**

Northwest Fire District has entered into cooperative purchasing agreements with other agencies in order to conserve resources, reduce procurement costs and improve the timely acquisition and cost of supplies, equipment and services. The Offeror, to whom a contract or purchase order is awarded, may be requested by other parties to extend to them the right to purchase supplies, equipment and services provided by the Offeror under this contract, pursuant to the terms and conditions stated herein.

### **21. PATENT INDEMNITY:**

Offeror shall hold Northwest Fire District, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order. Offerors may be required to furnish a bond or other indemnification to Northwest Fire District against any and all loss, damage, costs, expenses, claims and liability for patent or copyright infringement.

### **22. UNFAIR COMPETITION AND OTHER LAWS:**

Responses shall be in accordance with Arizona trade and commerce laws (Title 44 A.R.S.) and all other applicable District, State, and Federal laws and regulations.

### **23. CONFLICT OF INTEREST:**

All agreements are subject to the provisions of A.R.S. § 38-511, the pertinent provisions of which are incorporated into and made part of all resultant contracts or purchase orders as if set forth in full herein.

### **24. NON-DISCRIMINATION:**

Offeror shall not discriminate against any District employee, client or individual in any way because of the person's age, race, creed, color, religion, sex, disability or national origin in the course of performing the offeror's duties pursuant to any contract or purchase order issued as a result of this solicitation. Offeror shall comply with executive order 75-5, as amended by executive order 2009-09, which is incorporated into this solicitation by reference as if set forth in full herein.

### **25. NON-APPROPRIATION OF FUNDS:**

This agreement may be canceled at the end of each fiscal year (June 30) if for any reason the Northwest Fire District Governing Board does not appropriate funds for the stated purpose of maintaining any agreement. In the event of such cancellation, Northwest Fire District shall have no further obligation, other than for services or goods that have already been received.

### **26. PUBLIC INFORMATION:**

Pursuant to A.R.S. § 39-121.01 et seq., all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.

### **27. AMERICANS WITH DISABILITIES ACT:**

Offeror shall comply with all applicable provisions of the Americans with Disabilities Act (public law 101-336, 42 USC 12101-12213) and all applicable federal regulations under the act, including 28 CFR parts 35 and 36.

### **28. FEDERAL IMMIGRATION LAW COMPLIANCE:**

As mandated by Arizona Revised Statutes § 41-4401, the District is prohibited after September 30, 2008, from awarding a contract to any contractor or subcontractor that fails to comply with A.R.S. § 23-214(A). The District must also ensure that every contractor and subcontractor complies with federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A). Therefore, in signing or performing any contract for the District, the Contractor fully understands that:

- A. It warrants that both it and any subcontractors it may use comply with all federal immigration laws and regulations that relate to their employees and their compliance with A.R.S. § 23-214(A);
- B. A breach of the warranty described in subsection A, shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract; and
- C. The District or its designee retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Contract to ensure that the contractor or subcontractor is complying with the warranty under subsection A.

## **II. STANDARD TERMS AND CONDITIONS (CONT.)**

### **29. TERRORISM COUNTRY DIVESTMENTS:**

By entering the contract, Contractor warrants compliance in accordance with A.R.S. 35-392, and hereby certifies that the Contractor is not in violation of the Export Administration Act and is not on the Excluded Parties List.

### **30. PROTESTS:**

An interested party may file a protest regarding any aspect of a solicitation, evaluation, or recommendation for award.

### **31. NON-EXCLUSIVE:**

Agreements resulting from this solicitation are non-exclusive and are for the sole convenience of Northwest Fire District which reserves the right to obtain like goods and services from other sources for any reason.

### **32. TERMINATION:**

District reserves the right to terminate any contract, purchase order, or award, in whole or in part at anytime, when in the best interests of the District, without penalty or recourse. Upon receipt of written notice, contractor shall immediately cease all work as directed by the notice, notify all subcontractors of the effective date of termination and take appropriate actions to minimize further costs to the District. In the event of termination under this paragraph, all documents, data, and reports prepared by the contractor under the contract shall become the property of and be promptly delivered to the District. The contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination. The cost principles and procedures defined by A.A.C. R2-7-701 shall apply.

### **33. CANCELLATION FOR NON-PERFORMANCE OR CONTRACTOR DEFICIENCY:**

The District reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. The District may issue a written deficiency notice to contractor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract
- Providing work and/or material that was not awarded under the contract
- Failing to adequately perform the services set forth in the scope of work and specifications
- Failing to complete required work or furnish required materials within a reasonable amount of time
- Failing to make progress in performance of the contract and/or giving the District reason to believe that contractor will not or cannot perform the requirements of the contract
- Performing work or providing services under the contract prior to receiving a District purchase order for such work

Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to the District. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the District on demand.

### **34. CONFLICTS:**

In the event there are inconsistencies between the agreement documents, following is the order of precedence (superior to subordinate); contract or purchase order; special terms and conditions, standard terms and conditions, instructions to offerors, request for proposals.

### **35. COOPERATIVE USE OF RESULTING CONTRACT OR PURCHASE ORDER:**

As allowed by law, the District has entered into cooperative procurement agreements that enable other Public Agencies to utilize procurement agreements developed by the District. The Contractor may be contacted by participating agencies and requested to provide services and products pursuant to the pricing, terms and conditions defined by the District contract. Minor adjustments are allowed subject to agreement by both Contractor and Requesting Party to accommodate additional cost or other factors not present in the District agreement and are required to satisfy particular Public Agency code or functional requirements and are within the intended scope of the solicitation and resulting agreement. Any such usage shall be in accordance with State, District and other Public Agency procurement rules, regulations and requirements and shall be transacted by contract or purchase order between the requesting party and Contractor. Contractor shall hold harmless the District, its officers, employees, and agents from and against all liability, including without limitation payment and performance associated with such use.

**END OF STANDARD TERMS AND CONDITIONS**

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

### III. SPECIAL TERMS AND CONDITIONS

#### **1. SCOPE:**

It is the intention of the Northwest Fire District (NWFD) to purchase lock systems. The District is soliciting proposals for keyless access lock systems including installation, training and service of keyless access locks throughout the district. Installation and administrative training of programming and access control software is included in the scope of this RFP. Locks will be installed in a phased approach over a period of time. The District is projecting that 40 door locks and 13 gate locks will need to be installed over the next 5 years.

#### **2. MINIMUM QUALIFICATIONS:**

Offerors shall provide a statement of qualifications as a keyless access lock systems provider. Please list any certifications obtained by your firm or technicians. Offerors shall meet all minimum qualifications. Failure to provide information required by these Minimum Qualifications may be cause for the respondent's proposal to be rejected as **Non-Responsive**.

- a. Offeror shall be an authorized reseller and installer of offered lock systems.

Offerors shall submit with their proposals verifiable documents that prove satisfaction of the minimum qualification:

- a. Offerors shall complete the Cost Summary contained in **Appendix I: Cost Summary** and return the form with information/documentation as requested.
- b. Offerors shall complete the form(s) contained in the **Appendix II: Guaranteed Service Level** and return the form with information/documentation as requested.
- c. Offerors shall also provide a minimum of three (3) satisfactory references of current clients. The services and products provided to those clients shall be of those defined in this Request For Proposals. Offerors are to provide references contained in **Appendix III: Reference Form** and return the form with information/documentation as requested.

If you intend to use any subcontractors for this proposal, you shall include the required subcontractors' information in responding to the afore-mentioned minimum requirements and questionnaire. Failure to provide such information may cause your proposal to be deemed **NON-RESPONSIVE**.

#### **3. EVALUATION AND AWARD CRITERIA:**

The District intends to contract with the qualified firm(s) and/or individual(s) whose proposals are deemed to be most advantageous to the District. No contract shall be awarded solely on the basis of price. Cost is a factor in selection. However, only those proposals determined to best meet all of the requirements of the Request for Proposals will be given consideration.

Northwest Fire District shall evaluate proposals meeting the minimum qualifications and deemed RESPONSIVE. Proposals shall be evaluated according to the evaluation criteria set forth herein. Evaluation of cost shall be made without regard to applicable taxes.

District reserves the right to request additional information and/or clarification. Any clarification of a proposal shall be in writing. Recommendation for award will be to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation criteria set forth in this RFP.

Responsiveness to this Request for Proposals and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of NWFD, and the District's decision shall be final.

#### **A. Evaluation Criteria and Points**

Evaluation of proposals will be by a committee comprised of District personnel. The evaluation may consist of two phases. In Phase One, the Evaluation Committee will evaluate, score and rank the responses utilizing the Phase One Criteria listed below. Each numeric ranking will be weighted based on a relative weighting assigned by the Evaluation Committee.

After final scoring of the Phase One Criteria, a short-list and ranking may be created. The short-listed Offerors may proceed

into a Phase Two Evaluation. Vendors no longer being considered will be notified by the District in writing. If the District does not proceed into Phase Two Evaluations, the scoring of Phase One shall determine the ranking for contract award recommendation.

Offerors who move on to Phase Two of the evaluation process may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration. Upon the conclusion of Phase Two, the District may request a Best and Final Offer from the vendors included in Phase Two.

Upon the conclusion of Phase Two activities, the District shall re-score the short-listed vendors according to criteria and/or questions vendors are asked at the Vendor Presentation. Re-scoring shall be based upon the original proposal as well as any additional information obtained during the Phase Two activities. Upon final scoring of the Phase Two activities, a ranking will be established. This ranking will determine the contract award(s).

Evaluation Criteria are listed below in order of relative importance. Your proposal must address these criteria in the order presented. Your response to these criteria must be organized in a clear and explicit manner so as to facilitate the evaluation process.

1.	Cost	40%
2.	Response Time	30%
3.	Completeness of Solution	20%
4.	Guaranteed Service Level	10%

**SPECIAL TERMS AND CONDITIONS (CONT.)****4. PROPOSAL SUBMITTAL:**

The Northwest Fire District will not assume responsibility for any costs related to the preparation or submission of the proposal. One original and three (3) copies of your proposal must be submitted. The original must be marked as "Original" on the cover, and the three copies, each marked as "Copy" on the cover. Unnecessarily elaborate brochures of other presentations beyond that sufficient to present a complete and effective proposal is not desired. Elaborate artwork, expensive paper, bindings, visuals and other presentation aids are not required. In order for your proposal to be considered, the following should be included and should be referenced with index tabs:

Binders shall be INDEXED and tabbed in the order stated below, with each tab clearly labeled:

- Tab 1. Provide a one page Executive Summary that explains the proposed solution, cost of solution and implementation plan.
- Tab 2. Provide a brief history of your firm including name of firm, address and how long the firm has been in business and if applicable how long you have been providing keyless access lock systems.
- Tab 3. Provide a thorough description of your solution and approach as it relates the district's needs as identified in the Scope of Services.
- Tab 4. Provide a STATEMENT OF QUALIFICATIONS.
- Tab 5. Provide a thorough description of the total cost of services and complete APPENDIX I: COST SUMMARY. Provide a unit cost schedule of fees for the services you are offering. The schedule of fees must also include travel and lodging.
- Tab 6. Complete APPENDIX II: GUARANTEED SERVICE LEVEL.
- Tab 7. Complete APPENDIX III: REFERENCE FORM
- Tab 8. Provide any *pertinent* supplementary information regarding your firm's services or experience that may enable NWFD to become aware of the firm's qualifications. **Please use eco-friendly consideration and consumables when preparing your response. Elaborate brochures, expensive paper, bindings, visuals, presentation aids and packaging beyond that sufficient to present a complete and effective proposal is not desired.**
- Tab 9. **Please provide a signed copy of the Offer and Acceptance Page and all addendums. Proposals submitted without an original, signed copy of this document may be considered nonresponsive. Addendums are posted on the District web site <http://www.northwestfire.org/public-info/purchasing>.**



**SPECIAL TERMS AND CONDITIONS (CONT.)****5. PRICING:**

Offered pricing must remain firm for 365 days, for the initial term of the contract. The NWFD Purchasing Department will review fully documented requests for price/fee increases prior to any contract renewal. The requested price/fee increase must be based upon a cost increase that was clearly unpredictable at the time of proposal submittal, and can be shown to directly affect the price/fee of the item concerned. The NWFD Purchasing Department will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price/fee increase or an alternative option is in the best interest of the District. The vendor shall offer NWFD any published price/fee reduction during the contract period. All price/fee adjustments will be effective on acceptance by the NWFD Purchasing Department. Prices/fees, as indicated, shall include all costs associated with the specified service. Any extra or incidental costs must be indicated separately

Offered pricing shall include all incidental and associated costs to comply with the *Instructions to Offerors, Standard Terms and Conditions* and these *Special Terms and Conditions*.

All pricing shall be **“F.O.B. Destination, Freight Pre-Paid”** to the following destination(s):

Northwest Fire District  
1520 W. Orange Grove Rd.  
Tucson, AZ 85704

**6. BRAND NAMES:**

Specific brand of merchandise or equipment used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict offers by other vendors. If specified items are not available, please submit an offer on suitable alternatives. Offeror must be prepared to submit an alternative sample at no cost to the District.

When specifications indicate a particular brand and model only, this is required because the specified item must meet a certain quality level, match an existing item or is part of an item already in use. If the brand and model specified only is not available the District reserves the right to consider alternatives. Additional criteria when considering alternatives under this situation shall include an evaluation of how well the alternative matches the specified item in quality, design, color, etc.

Consideration will be given to proposals on other brands quoted as “equal.” However, the Northwest Fire District will be the sole judge on the question of “equal quality.” After each item, full brand name, model, etc., must be written on the proposal form by all the offerors. Descriptive literature must accompany all proposals, if offering an alternative item.

**7. WARRANTY/GUARANTEE:**

All offeror(s) must guarantee full satisfaction of their products use, or permit unsatisfactory product to be returned collect for full money refund. All defective products shall be replaced and exchanged by the vendor. The cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses shall be paid by the vendor. All replacement products must be received by the District within ten (10) days of initial notification. If applicable, offeror shall indicate current pricing for an annual service contract, and estimated percent increase after the initial year service period expires. The district has the option to either accept or pass on future maintenance agreements. Offeror shall provide an example of a service support agreement with the proposal. Offerors must agree to provide maintenance and repairs after the first year.

**8. SAMPLES:**

May be required after proposal opening for evaluation. The samples received will be used to determine quality, durability and compliance with specifications. All samples are to be of the same quality as those materials to be supplied by successful offeror(s) upon proposal award. They shall be free of charge and be submitted within five (5) days of request and removed by the offeror at their expense. Award samples may be held for comparison with deliveries. The District shall not be held responsible for any samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to the offeror will be regarded as abandoned and the District shall have the right to dispose of them as its own property.

**SPECIAL TERMS AND CONDITIONS (CONT.)****9. QUANTITIES:**

Quantity(s) as shown are the District's best estimate of projected needs and are in no way guaranteed or implied. Payment will be made to successful offeror for actual quantity(s) ordered and received. Final quantity(s) will be based upon need and funds available at time of the order. In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful offeror(s). Successful offeror(s) will be contacted prior to placing subsequent orders for verification of proposal prices.

**10. ORDERING:**

DISTRICT will make releases by issuing purchase orders under this Agreement. Releases will be transmitted to Supplier via: email, fax or US mail.

Contract administration for the District may be performed by Raymond Thibault or the Northwest Fire District Logistics Division.

Quantities referred to are estimated quantities, and Northwest Fire District reserves the right to increase or decrease these amounts as circumstances may require. No guarantee is made as to the actual work that will be performed during the term of the contract.

Any increase in excess of amount of work must be made through a fully executed change order or amendment to the contract. The contractor will work on an as-needed basis, with no limitations on the number of trips to the on-site locations.

**11. DELIVERY:**

Delivery is to be F.O.B. destination, freight prepaid to the Northwest Fire District, as indicated on the purchase order. Orders will be placed as soon as possible after proposal opening for delivery. Failure to deliver order within the specified time frame may result in purchase order cancellation. All deliveries shall be accompanied by delivery tickets or packing slips. Ticket shall contain district purchase order number, vendor name and name of the article.

**12. ACCEPTANCE:**

Acceptance of the goods and services shall be made by the Northwest Fire District as designated on the issued Order in accordance with this agreement. Acceptance is required prior to commencement of Payment terms.

**13. CONTRACT PERIOD:**

It is the intent of the District to award a multi-term contract for the specified services beginning upon award. If this is a multi-term contract and assuming funds are appropriated to support continuation of services for succeeding periods, the original contract may be renewed annually for a total time of contract not to exceed five (5) consecutive years. Renewal shall be a mutual agreement between the awarded firm and the Northwest Fire District. However, no contract exists unless and until a purchase order is issued.

Conditions for renewal of the contract shall include, but not be limited to, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the requirements of the proposal documents, and continued competitive prices for the services and/or products provided under the original contract.

**14. CONTRACT LIAISON:**

The Contract Liaison for any contract awarded under this Request for Proposal will be John Kelly, (520) 887-1010. The Contract Liaison shall act as the District's contract manager and oversee performance under the contract.

The Contract Liaison may provide the offeror with general guidance as to the contract performance. However, this individual is not authorized to make changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the District's Purchasing Department.

**SPECIAL TERMS AND CONDITIONS (CONT.)****15. ADDITIONAL SERVICES:**

The District reserves the right to add related services to the contract at any time during the contract period. The District shall contact the contractor for prices prior to adding any service, and may at NWFD's sole option, accept the quoted price or purchase elsewhere those services.

**16. DEMONSTRATIONS:**

All offerors may be required to provide the District with a full demonstration of requested items. Demonstrations will be held after proposal opening and prior to award. Vendor demonstrations will be coordinated to occur on the same day to allow District staff to evaluate all of the vendors concurrently. Each vendor will be responsible for all costs associated with providing their demonstration. Vendors will be notified approximately one week prior to the schedule date of the demonstration.

**17. COMPENSATION AND METHOD OF PAYMENT:**

Any contract shall provide for compensation that the District determines is fair and reasonable, taking into consideration budgetary limitations, and the scope, complexity and professional nature of the services. Contractor will be compensated only for work properly approved in advance by the District.

All proposals shall include a schedule of fees associated with providing the services offered. The successful offeror shall be compensated for services properly rendered in accordance with the schedule of fees. Payment shall be made from detailed invoices, in forms acceptable to the District.

The schedule of fees must be firm for the initial contract term. Fees may be reviewed prior to any contract renewal. Any requested fee increase must be based upon a cost increase that directly affects the cost of services provided. Any requested fee increase that the District determines is not in its best interest will be rejected, and the District may seek an alternative solution. All fee adjustments shall become effective upon acceptance by the District's Purchasing Department.

**18. BILLING:**

Contractor shall submit Request(s) for Payment/Invoices to the District for goods and services provided in accordance with the contract. Said documents shall reference the District Contract number under which the charges authorized, and assign and reference all charges to a particular line item defined by the contract.

Invoices are not considered received until verified and received by Financial Operations. Invoices must be sent to:

Northwest Fire District  
Accounts Payable  
5225 W. Massingale Rd.  
Tucson, AZ 85743

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**SPECIAL TERMS AND CONDITIONS (CONT.)****19. BEST AND FINAL OFFER**

District reserves the right to request additional information and/or clarification with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements.

In the event that discussions are held and clarifications are requested, a written request for best and final offers shall be issued. The request shall set forth the date, time, and place for the submission of best and final offers. If offerors fail to respond to the request for best and final offer or fail to submit a notice of withdrawal, their immediate previous offer will be construed as their best and final offer.

**20. PROCUREMENT CONTACT:**

Questions regarding this solicitation should be submitted in writing to the Purchasing Department, Attention: Raymond Thibault. All offers shall reference the Solicitation Number and Title. Questions submitted within 8 days of the solicitation Due Date may not be answered.

Fax: (520) 887-1034 email: [rthibault@northwestfire.org](mailto:rthibault@northwestfire.org)

**VERBAL REQUESTS FOR CLARIFICATIONS OR INTERPRETATIONS WILL NOT BE ACCEPTED.**

**21. PRE-PROPOSAL CONFERENCE:**

All interested parties may attend a pre-proposal conference that will be held at the time and place indicated on the cover page. The purpose of the conference is to clarify, if necessary, the terms of this Request for Proposals, and to prevent any misunderstanding of the District's intention in this matter. If anyone should have a discrepancy in, or omission from, the general terms and conditions of this Request for Proposals, or if in doubt as to their meaning, such matters should be presented at this conference so that written addendum may be given if necessary. Oral statements or instructions will not constitute an amendment to this Request for Proposals.

**22. INSURANCE CLAUSE:**

Certificates of Insurance shall be provided by the successful firm(s) or individual(s) providing Commercial Liability Coverage within ten (10) days after the District issues a notice of award. Liability coverage shall include automobile liability and is required in an amount of not less than \$1 million per claim with a general aggregate of at least \$1 million. The Certificate(s) of Insurance shall name the District as an additional insured. Professional Liability Insurance (for errors, omissions and malpractice coverage) shall be provided with limits of at least \$1 million per claim and \$1 million per aggregate to be maintained by the successful offerors. If the policy is written on a claims-made basis, offeror warrants that any retroactive date under the policy precedes the effective date of this contract and that continuous coverage will be maintained for a period of two years beginning from the time work under the contract is completed. The cost of the Insured's defense will not be deducted from the amount of insurance available to pay claims. Terms of professional liability insurance may be modified upon a showing that the required terms are not readily available in the commercial market.

A certificate of Workers' Compensation Insurance shall be provided by the successful offeror(s). Workers' Compensation Insurance shall be in compliance with State statute.

Each insurance policy required by the District shall not be cancelled or reduced in coverage or limits except after thirty (30) days written notice to the District.

All certificates are to be received and approved by the District prior to the beginning of the contract period. Failure to maintain the required insurance or provide evidence of insurance shall be considered a material breach of contract.

**END OF SPECIAL TERMS AND CONDITIONS**

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**APPENDIX I: COST SUMMARY****OFFEROR NAME:** \_\_\_\_\_

The dollar cost bid shall contain all pricing information relative to keyless access lock systems as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

**Specifications**

- Wi-Fi capable hardware
- Keypad entry
- RFID keycard access
- Windows based access control software

**Group I: Keyless Access Lock Systems**

Item #	Description	QTY	Manufacturer/ Model Number	Warranty	Unit Price \$	Extended Amount
1	Trilogy Keyless Access Locks (Doors) #PDL3500CR/DB (or equal)	40				
2	Trilogy Keyless Access Locks (Gates) #DK3000 (or equal)	13				
3	Software					
4	Training					
5	Installation per lock	53				
6						
7						
8						
9						
10						
	<b>TOTAL</b>					

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**Group II: Related Services**

% Discount off list price on Related Parts/Equipment	%
Labor Rate Per Hour for Related Services	/Hour

**END OF APPENDIX I**



**APPENDIX II: GUARANTEED SERVICE LEVEL****OFFEROR'S NAME:** \_\_\_\_\_

The Northwest Fire District is soliciting competitive offers for keyless access lock systems including installation and support offered at a guaranteed level of service. Quality of service to include guaranteed response time for communications with District personnel and warranty on work performed.

Use this form to indicate the guaranteed level of service offered to the District.

Please indicate:	
Number of days to complete installation per lock after receipt of order:	
Guaranteed response time for unscheduled service (hours):	
Percentage of defective returns per year:	
Number of days to resolve service issues on completed repairs:	
Address of your nearest facility:	

Please indicate:	(Yes / No)
Do you have a local facility to provide services as required?	
Are minimum warranty/guarantees provided on all services provided?	
If so, what is the warranty/guarantee?	

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

Please provide a description of the services your firm will provide that will address the District’s need for Keyless Access Lock Systems:


Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

Please list and describe what deliverables will be provided to the Northwest Fire District. For example: service report or checklist. (**attach sample**)


END OF APPENDIX II

**APPENDIX III: REFERENCE FORM****OFFEROR NAME:** \_\_\_\_\_**REFERENCES:** Please provide three preferably Arizona firms, addresses, contact persons and telephone numbers of customers who have done business with your firm:**REFERENCE 1**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 2**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

**REFERENCE 3**

Company Name:

Contact Name and Title:

Telephone No:

Fax No:

E-mail address:

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)

**END OF APPENDIX III**

**The following section will be used as an evaluation tool for award. Please complete the checklist to ensure your compliance to requested needs.**

**VENDOR INFORMATION/SERVICE:** All offerors must demonstrate the willingness and capability of providing substantial local service which may require the availability of an on-site sales representative and local stocking facility as may be determined in the District's best interest. All out-of-town vendors must be willing to accept collect telephone calls or provide a toll-free number.

Address and/or E-mail to which purchase orders are to be sent.

#### COMPLIANCE TO SCOPE OF WORK

Is Descriptive literature enclosed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is Offer and Acceptance Page properly signed? Proposals submitted without an original, signed Offer and Acceptance Page may be deemed nonresponsive.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are addendums signed and attached? <a href="http://www.northwestfire.org/public-info/purchasing">http://www.northwestfire.org/public-info/purchasing</a>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### PRICE

Please Indicate number of days that prices are firm.	
Are prices indicated by unit and totals?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**OFFER AND ACCEPTANCE****RESPONDENT SHALL COMPLETE THE FOLLOWING INFORMATION IN INK AND SUBMIT WITH THEIR BID**

Print or type in ink the requested information. **TYPEWRITTEN RESPONSES ARE PREFERRED.**

**OFFER****TO THE NORTHWEST FIRE DISTRICT**

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. Signature also certifies understanding and compliance with paragraph (1) of the Northwest Fire District Standard Terms and Conditions.

**For clarification of this offer, contact:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**CERTIFICATION**

By signature in the Offer Section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer.

Failure to provide a valid signature affirming the stipulations required by these clauses shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

**ACCEPTANCE OF OFFER**

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the Request For Proposal, including all terms, conditions, specification, amendments, etc. and the Contractor's Offer as accepted by the District.

This contract shall henceforth be referred to as Contract No. 1606. The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order.

**NORTHWEST FIRE DISTRICT**, a political subdivision

Approved as to form this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Michael J. Brandt  
As Northwest Fire District Fire Chief and not personally

\_\_\_\_\_  
George Carter  
As Northwest Fire District Chair and not personally

\_\_\_\_\_  
Thomas A. Benavidez

Attachment: Kelly Bros of Arizona (2017-23 : Award RFP 1606)





## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-9

6.A.1

Meeting: 02/28/17 06:00 PM

Department: Fire Chief

Category: Chief's Board Report

Prepared By: Heather D'Amico

Initiator: Michael J. Brandt

Sponsors:

DOC ID: 2491

## FIRE CHIEF'S REPORT Chief Michael J. Brandt February, 2017

The Administrative Offices were closed on Monday, February 20<sup>th</sup> in observance of Presidents Day.

### **ACTIVITIES:**

I had separate meetings with Chairman Carter and Vice-Chair Kaplan, on a variety of informational topics.

Pima Community College (PCC) held their National Technical Letter of Intent Signing Day. This program provides PCC students with an opportunity to commit their future to careers in the technical fields.

I met with Gilbert Davidson, Town Manager, Town of Marana, along with Asst. Chiefs Bradley and Emans to discuss a variety of mutually important items.

Meetings continue with neighboring Districts to discuss common challenges and collaborative efforts. Operations representatives from each District had a kick off meeting to identify intent and direction for collaborative response agreement.

Administration held a Pot Luck Luncheon for Tara Barry, Secretary I, at Administration, who will be leaving the District on February 10<sup>th</sup>. We thank Tara for her service to Northwest Fire District and wish her all the best in her future endeavors. A big thank you to Heather D'Amico for coordinating the luncheon.

### **ROUTINE EXTERNAL MEETINGS INCLUDED:**

Town of Marana Mayor and Council Meeting. The Marana Community and Regional Update Meeting; Town of Marana Department Head meetings; Pima County Fire Chiefs Association Meeting; Greater Tucson Fire Foundation meetings; PCWIN; NWFD Governing Board Meeting; Board of Managers YMCA; and associated Boards/Committees.

### **INTERNAL MEETINGS:**

A full schedule of internal meetings included: Executive Staff Meetings, Executive Team Meetings with all members of Senior Staff; Meeting with the Executive Team to discuss support positions; Meetings with Asst. Chiefs Bradley and Emans on Operational and Support coordination; HR Meetings to discuss recruitment matters and the Firefighters Green Academy and recruitment review; General Staff Meeting; Operational meetings with Executive Staff - Finance, Operations, Support, HR, and Community Affairs; Meeting with Div. Chief/Fire Marshal Garcia to discuss Prevention and Safety Division matters; and a meeting with IAFF Union Local 3572 President and Vice-President.

Thank you to all our NWFD Team Members for their continuing commitment, dedication, and perseverance while maintaining our commitment to excellence and community service.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-10

Meeting: 02/28/17 06:00 PM

Department: Support Services

Category: Assistant Chief/Director's Report

Prepared By: Heather D'Amico

Initiator: Doug Emans

Sponsors:

DOC ID: 2489

6.A.2

## SUPPORT SERVICES ASSISTANT CHIEF REPORT

**Assistant Chief Doug Emans**

**February, 2017**

### **ACTIVITIES:**

- Defining and refining priorities for construction projects and preconstruction activities.
- Continuing to zoom in on the available properties in the Dove Mountain area pertaining to potential building sites suitable for optimal response.
- Participation in the selection process for Recruit Firefighter to lead into the future.
- Focused consideration of dispatching functions and the cost associated with providing these services given the environmental changes in the region.
- Continuing through planning functions including Accreditation and Strategic Planning.
- Continue to work with our vendors and contractors to an equitable solution to the pavement scenario at the Training Center.
- Division reports are included for your review, notable are continued efforts to achieve and maintain the highest levels of service possible in the Support Services areas of the District.

### **Planning**

- From the Support Services standpoint, all the work associated with the final draft for review prior to the Peer Assessor visit have been completed and submitted. Assessors are now processing the information in preparation for our visit scheduled to occur March 27-31, 2017. Future activities include preparing all personnel for the visit by providing training related to the major changes in the process and laying out the strategic direction as it relates to accreditation.
- Health and Safety responsibilities have transitioned from Division Chief Gary West to Deputy Chief Ryder Hartley. Chief Hartley completed his last remaining qualification and certification course during the final week of January, 2017. We thank Chief West for his contributions to all our Safety as well as wish all the best to Chief Hartley as he continues to develop our safe attitudes and make the safety programs here a part of our organizational DNA.
- The Planning team has also been engaged in refreshing the Strategic Plan for final presentation within the ACR/SOC documents process.
- The Emergency Communications relationship with the Town of Marana, within the broader context of regionalized communications for law enforcement and fire/EMS services, took an interesting turn recently. The Town of Marana application to the PCWIN network was tabled at the Board of Directors meeting on February 16<sup>th</sup>. This action was significant in terms of the Board taking steps

to consolidate the final law enforcement agency in the region onto the PCWIN system. The results of this action will undoubtedly create a challenge operationally, politically and financially for many agencies in the region including Northwest Fire District. Our Executive Staff will continue to work through these challenges and now to work through the impacts for our agency to reach the best outcome as we consider all the options moving forward. Coupled with the priorities and scheduling related to bond funded projects in our future, this is an extremely complex scenario with long lasting impacts. We will move in a direction, as always, that is best for our community, all things considered.

### **Logistics**

#### Warehouse

- Warehouse personnel have been involved with preparations for the upcoming academy class beginning in February 2017. All goods, supplies and materials necessary to outfit our recruit class have been ordered, with some already delivered awaiting distribution.
- Warehouse personnel have also collaborated with Medical Services on the distribution and restocking process for the medication vending machines. This system is exceptionally complex on the distribution side due to a variety of factors including DEA and legal considerations. Once we overcome the legal restrictions of the program, the efficiency and tracking capabilities of the system will assist field personnel immensely.

#### Fleet

- The new KME pumper was scheduled for the final inspection later in January. While at the factory, the team conducted the preconstruction meeting starting the process for two additional new engines. The two new engines started on the production line immediately following the meeting. The engine that was completed has been shipped to the dealer for pre-delivery and final delivery preparations and testing at the dealer. We should be in possession of this unit by February 21.
- Fleet staff has received a check for the proceeds related to the sale of surplus staff vehicles. Overall we experienced a far greater yield receiving \$26,429 for six vehicles after all fees. Conservatively, the Fleet Superintendent estimates this was 40% greater return than we have previously experienced. Additionally, we did not have to support the sale nor prepare the vehicles for sale removing decals and such. The end result is to state this a successful venture.

#### Facilities

- Reparations related to the Training/CSC Campus continue to move in a positive direction. We have found all parties to this point willing to work with us to bring the site back up to standards. At this point, we have discussed with all parties issuing a proposal to move this issue into a final phase of repair for consideration by all parties involved. Chiefs West, Hughes and Emans will be working with Mr.

Benavidez to draft a proposal with each party providing their services and expertise to bring the end product back into compliance with the original specifications according to the level of failure or "non-compliance" determined in the forensic study conducted. We will keep the Board informed as this process evolves.

### **Technology**

- We have, with the assistance of the HR Department, posted an internal and external recruitment for IT Administrator. We are reviewing the results and hope to successfully bring the right person(s) into the positions. We will Keep the Board apprised of the results.
- Following several problems discovered and corrected in configuring the security portions of our firewall implementation between Northwest and the City of Tucson, the wireless upgrade is back underway. This implementation should be completed by the time the Board meets on February 28<sup>th</sup>. All the prep work for this phase of the implementation had been completed with the installation of the station alerting project so that the wireless equipment could be replaced, configured and tested within the parameters necessary to function with the servers that support the operations.
- Staff has researched and evaluated several products related to the online streaming and posting of Board meeting recordings. The findings include a much more streamlined meeting and agenda posting product for the public, the Board of Directors, and the staff members to create, submit, review and archive related to all Board activities. The result is a lower ongoing cost to the District after the first year. The factor to keep in mind at this point is the increased first year cost involves the purchase of equipment necessary to record and stream live the meetings to achieve the highest level of professionalism and quality available to represent the District. The biggest question we wrestle with is, do we want to exceed the requirements related to the open meeting law by live streaming our meetings and posting the recordings on line? Currently there is no requirement to do so; we are only required to post meeting minutes within three days of the meeting conclusion. Staff will bring this issue before the Board in March with all the costs and recommendations associated with this item. Any input or opinions of the individual members will need to be discussed and solid direction as a body will need to be provided.

### **GOALS:**

- Evaluate candidates for IT Administrator position.
- Continue to support the Town of Marana and evaluate options related to the emergency communications.
- Continue to make progress on CSC Pavement remediation project.
- Continue to work on budget adjustments.





## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-11

Meeting: 02/28/17 06:00 PM

Department: Operations

Category: Assistant Chief/Director's Report

Prepared By: Brad Bradley

Initiator: Brad Bradley

Sponsors:

DOC ID: 2485

6.A.3

## OPERATIONAL SERVICES BOARD REPORT Assistant Fire Chief Brad Bradley February, 2017

### **ACTIVITIES:**

January was spent coordinating personnel, responsibilities, and activities within Operational Services. As is normally reported, work continues on the following primary operational initiatives:

- *Continued reviews within operational services towards completion of strategic plan goals #1 and #5.*

Reviews of the respective areas within Operational Services remain ongoing, and will continue as part of the budget creation process for FY17-18. The Major Medical Response System (MMRS) program within Special Operations as well as Aircraft Rescue Fire Firefighting (ARFF) are currently being evaluated.

- *The review and revision of all standard operating guidelines (SOG's).*

As previously reported, this objective specific to the accreditation deadline was completed for operational services. New SOG's will be developed as necessary while existing SOG's will be reviewed and refined on an annual basis as required for accreditation, operational effectiveness, and member and community safety.

- *Continued review and development of CFAI (accreditation) performance measures and establishment of monthly performance reporting procedures for all operations managers.*

The Board should anticipate several budgetary impacts relative to personnel and technology associated with obtaining compliance with these required criteria. These impacts will be detailed to the Board during the FY17-18 budget creation and presentation process, which was ongoing during the month of January.

In addition to these primary operational initiatives, efforts were ongoing in the following strategically important areas during January as well:

- Paramedic Training Process (PTP) - Five (5) personnel are still undergoing certification training through Pima Community College (PCC).
- Staffing- The testing process to fill the SAFER grant positions, as well as current and/or expected vacancies, was completed in January and the District hired 29 personnel for academy 17-01. As the Board is aware, the minimum staffing level for operational response positions (Battalion Chiefs, Captains, Paramedics, Engineers, and Firefighters) under the grant award is 192. SAFER is funding 24 positions for two (2) years while existing personnel capacity is being utilized to fund the remaining 168 positions.

Operations staff continue to make preparations to augment service delivery for the Ina interchange project which begins on February 15, 2017. According to the Arizona Department of Transportation (ADOT), the first few weeks of construction will likely result in response challenges until commuters become accustomed to using peripheral travel ways. An additional Rescue will be staffed during this timeframe to allow for rapid response in congested areas until traffic patterns begin to normalize.

The instructor selection process for both the EMT and fire academy was conducted in January. Two (2) personnel were selected to instruct the EMT academy while a total of five (5) personnel were selected to instruct the fire academy. Operations staff members continue to evaluate and adjust the operations of the District given the temporary, yet considerable resourcing demands of these academies in addition to normally scheduled activities.

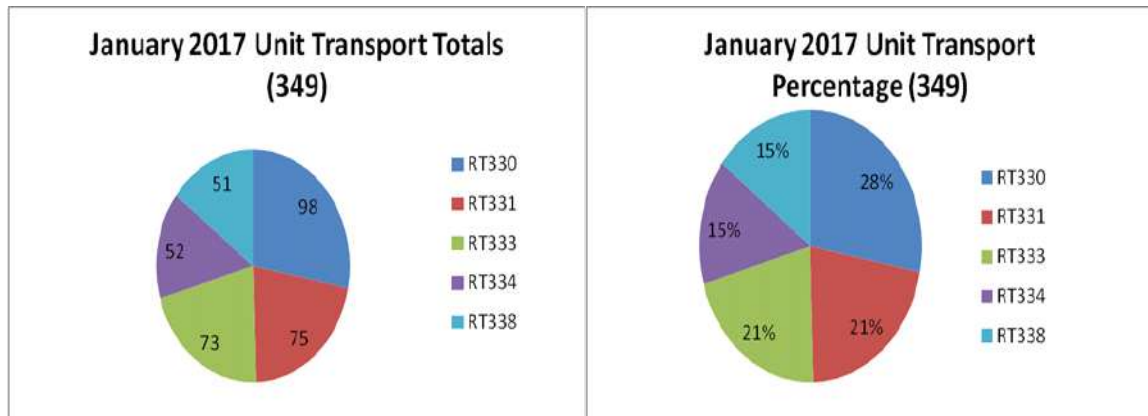
- Apparatus - The new KME Engine that was ordered as part of this year's CIP (16/17) underwent an inspection by members of the District's apparatus committee at the factory. This apparatus is expected to be delivered and placed into service in early March. In addition, the two (2) new engines that were approved for purchase next FY (17/18) are under construction and expected for delivery sometime in September 2017, perhaps sooner.
- Communications / Dispatch - Changes to the District's radio, dispatch system, and station alerting systems continued to be fine-tuned during the month of January.
- Ambulance Transportation - Ambulance billings continue to trend slightly lower than anticipated. Staff have been engaged with Intermedix, the District's billing provider, to seek adjustments to the manner in which AHCCCS is being billed as well as EMS supplies. The current contract with Intermedix expires this summer. Staff is preparing an RFP to evaluate other potential providers of this critical service.
- ePCR Platform - Following Governing Board approval in December to purchase the Image Trend platform for records management, staff continued the procurement and implementation process for this system during the month of January.
- Transport Compliance - Response time compliance in accordance with the CON standards are as below. This ongoing analysis does not include the removal of legitimate response time exceptions, which normally occurs prior to submittal to DHS upon review or renewal of the CON. As a note, DHS defines compliance as being within + or - 1.5% of the established standard:

January 2017

10 Min 90% Standard - Actual 90%

15 Min 99% Standard - Actual 97%

- Transport Statistics - The January transport total, as well as unit transport percentage are as follows:



- Budget - Submittals for the District's capital improvement plan (CIP) were completed in January. The submittals will be reviewed and prioritized late February and early March. Operations staff have been advised to only submit for that which is critical to maintain current levels of operational readiness. Staff are also researching any and all grant opportunities to augment the District's budgetary needs, as well seek greater opportunities for enhanced ambulance billing collection rates as previously reported.

Evaluation of operations personnel budget lines began in January. Recommendations for adjustments within the budget relative to specific existing personnel assignments will be provided to Finance in February.

- Labor Relations / MOU - Discussion continues to occur with L3572 leadership on a number of impactful topics. The intent is always to discuss, identify, and cooperatively implement adjustments which are impactful to our members, the District's budget, and most importantly our operational readiness in serving our public. Discussions specific to the operations procedure for daily staffing and necessary adjustments given staffing shortages is ongoing.
- Regionalization - During the month of January, District support staff held numerous meetings with our partners to further move the concept forward. Following the IGA's approval by the Board in December, the Executive Committee scheduled a kick off meeting to be held in January to begin the formalize the respective committees and required benchmarks. Unfortunately, this meeting had to be rescheduled for February.
- Meetings - Numerous meetings/activities were held in January to further support the mission of our members, the District, and the community we serve. Some of these are as follows:

Internal

- Attended two (2) Executive Staff meetings.
- Attended a Governing Board meeting.
- Attended two (2) Operations meeting.
- Attended a Medical Direction (UAMC) Leadership meeting.
- Participated on the "Chief's Panel" for recruit selection testing that lasted nearly two (2) weeks.
- Attended several staffing meetings with Human Resources (HR).
- And, various other meetings with assigned personnel, other department managers, and other various stakeholders to collaboratively support other initiatives inside and outside of operational services.

External

- Attended an Arizona Fire Services Institute (AFSI) meeting in Phoenix.
- Represented the District at a Department Head meeting for the Town of Marana.
- Attended a January 8<sup>th</sup> Foundation Board of Directors meeting, as well as a Resource Committee meeting.
- Attended a Regional Communications Center meeting at TFD's Fire Central.
- Attended the Southern Arizona Fire/EMS Regional Consortium (SAFERC) meeting.

**GOALS:**

Save lives, protect property, and care for our community.

## **OPERATIONS BOARD REPORT**

### **Division Chief Mike Duncan**

### **February, 2017**

**ACTIVITIES:****Alarm Room - Captain Mike Rollman**

- Continue to work on improving call processing time and proficiency.
- Providing oversight and protecting the District's interests as the City of Tucson embarks on a new plan to merge their police and fire dispatchers as a cost savings measure.
- Working toward the deployment of Criterion Based Dispatching (CBD).

**Operations - Deputy Chief Dave Resnick**

- A-Shift crews responded to a first alarm house fire in 31's first due. As crews

made their way into the residence, they located and subsequently rescued a male patient - in cardiac arrest- from the residence. The victim was transported to UMC with a pulse and made a full recovery.

- Met with lead engineer for the upcoming Cortaro Rd Construction. The anticipated start date is June 2017 and is expected to last for 18-months.
- Regional HazMat and TRT training committee meetings
- NWFD's Honor Guard participated in a ceremony Oro Valley Police Department.
- Trip to KME for the final inspection on a new fire engine scheduled for delivery in February 2017. Accomplished the pre-build conference on the two new engines ordered earlier in this fiscal year, scheduled for delivery in September 2017.

**EMS - Deputy Chief Scott Draper**

- Official kick-off with ImageTrend ePCR implementation team - go live goal is April 1, 2017
- Continue work on new pharmaceutical dispensing machines - go live goal is March 1, 2017
- Several training visits with the now operational Sim-Lab.
- Provided guest speakers on Ground Ambulance Operations to a class at the UA
- Meetings regarding Auto-aid agreement with GR and MV fire districts
- CPR and AED to the Sunflower Community with assistance from EN334 (more than 50 residents)
- Annual live burn training

**Training - Deputy Chief Scott Hamblen**

- Annual live fire training concluded with all companies having attended the evolutions
- Final CPAT testing was conducted for the fire academy candidates.
- Final round interviews (the Chiefs Interviews) were held.
- Instructor selections and preparations for the upcoming EMT certification class and Fire Academy.
- The Training Center had 206.5 hours of scheduled use with an estimated 7,759 hours of participant hours.





## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-12

Meeting: 02/28/17 06:00 PM  
Department: Human Resources  
Category: Chief's Board Report  
Prepared By: Patricia Aguilar  
Initiator: Heather D'Amico  
Sponsors:  
DOC ID: 2470

6.A.4

## HUMAN RESOURCES REPORT Administrative Services Director Patricia Aguilar February, 2017

### ACTIVITIES:

- Process Firefighters candidates who were extended contingent job offers through pre-employment process (background checks, employment references, and uniform sizing)
- Meet with Public Safety Personnel Retirement System (PSPRS) in Phoenix for Tier 2 Opt Out presentation and further explanation on Tier 3 and Green Academy beginning with Northwest Fire District (NWFD) in April
- Discussions with Arizona State Retirement System (ASRS) regarding Firefighter Recruits beginning February 21, for Emergency Medical Technician (EMT), and meeting the 20/20 rule (20 weeks, 20 hours each week). Also, they will contribute to Social Security
- Attend presentation on Performance Management from HR360 through our Workers' Compensation insurance broker CREST
- Pension Board Meeting to approve a retirement and a new Deferred Retirement Option Program (DROP) applicant, review the District's Actuarial, District CFO, Dave Gephart presented on the PSPRS impact to the District based on the Actuarial, no elections or appointments this year to the PSPRS Pension Board, no annual physicals for disability retirements
- Continue to update and reformat personnel policies
- Continue to monitor the Annual Physical Program
- Assignments: 2 employees as Emergency Medical Trainers (EMT)
- Internal Posting and external recruitment for two (2) System Administrators - Network & Server
- Intern volunteer in Fleet and paid intern with Safety and Wellness
- Process volunteer to work in Finance and Prevention & Safety
- Orientation for EMT Class beginning February 21
- Temporary Secretary interviews
- Prepare for Accreditation Peer Review next month
- Meet to discuss workers' compensation self-insured pool
- Meet with OSHA personnel; attend OSHA 300 Record keeping webinar
- Five (5) year audit of OSHA Logs
- Attend Skype for Business training
- After Action Review with all personnel who participated in the Firefighter Recruitment process
- Schedule a HRIS/Payroll Demo with Ascentis
- Meetings with Executive Staff, Governing Board, Training, Finance, and HR

**SHORT AND LONG TERM GOALS FOR 2016:**

- Recruitment for Operational and Administrative support positions
- Human Resources Annual Audit of Personnel Files
- Development of Record Retention and Destruction procedure
- Research options for a stand-alone Human Resource Information System
- Develop office procedures (work instructions) for HR processes
- Annual review of District job descriptions



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-13

Meeting: 02/28/17 06:00 PM  
Department: Community Affairs  
Category: Chief's Board Report  
Prepared By: Trina Motto

Initiator: Trina Motto

Sponsors:

DOC ID: 2487

6.A.5

## COMMUNITY AFFAIRS BOARD REPORT

**Trina Motto, Manager**

**February (January 11 - February 14, 2017)**

### **ACTIVITIES:**

- Produced, scheduled and delivered Phase II Office 365 Training on the use of Skype, updated 365 training reference on Skype materials on BackOffice
- Managed a quarterly Strategic Plan Session in mid-January with Special Projects
- Coordinated a firefighter recruitment review process in collaboration with HR, Training, and IT
- Completed several ongoing annexations to clean up jurisdictional boundaries and provide in-fill
- Worked on reconciling NWFD, Pima County, and CAD maps to ensure accuracy
- Initiated work on annexation QA process and systems
- Aggregated and created Employee News posts on BackOffice and completed an email Push notification to all Employees
- Created, tested and sent email invitation on behalf of Prevention for the Feb Contractor Coffee Forum (MailChimp email campaign)
- Completed and submitted additional PI and CC accreditation requirements
- Completed final revisions to *Standards of Cover* document in partnership with Special Projects, managed document printing
- Consulted with colleagues on organizational projects requiring editorial or design/layout input
- Coordinated NWFD's representation at various community events in conjunction with Administration, Support Services, and Operations (i.e. *Love of Reading representation, school career days, station tours, and many more...*)
- Attended internal meetings and events as required or requested; inclusive of morning check-ins, Executive, Leadership, & General Staff, Communications, and various internal meetings (i.e. *Strategic Plan, SOC, Accreditation, Annexations, mapping meetings, etc.*)
- Met with neighboring Districts, agencies, organizations, and municipalities to promote information and resource sharing in line with cooperative regional teaming plans (i.e. *Golder Ranch Fire, Town of Oro Valley, Town of Marana*)
- BackOffice related items:
  - Posted updated Station Assignments and Employees by Location documents
  - Replaced the Occupational Exposure Control Plan on the OSHA Documents section with a new file that was provided by EMS
  - Created new page under Reports called Strategic Plan Quarterly Reports where the Quarterly Reports for the Strategic Plan team will be posted

- Added new section to Office 365 Training page for Phase II - Skype for Business. Information included PowerPoint from this training module, along with Quick Start Guides and Videos
  - Added new policy to the Policies and Procedures Manual page
  - Added policy review form to HR Forms section
  - Posted updated PDFs for job description on the HR Reference Documents page
  - Updated the Table of Contents PDF and specific SOGs on the SOG page
  - Updated photo/listing from Employee Photos page
  - Tested and deployed several security updates for WordPress, along with various theme and plugin updates
- Public website related items:
  - Built and published Job Posting page (and related home-page banner) for System Administrator Job Posting
  - Removed recruitment status post/page now that the recruitment process has been completed. Updated the archive post for the recruitment to remove links to the deleted status page.
  - Turned off feature card on homepage for recruitment status, replacing it with the PulsePoint feature card
  - Posted updated Approved Contractors List to Prevention's section each Friday
  - Update RFP from the Purchasing page removals/completions/addendums)
  - Posted Draft/Final Minutes for the November Pension Board meeting to the Pension Board page on the site
  - Tested and deployed several security updates for WordPress, along with various theme and plugin updates
- Office365 related items:
  - Assisted Training Division in creating a shared calendar on the Training section SharePoint to publish annual District training dates (Live fire, etc.)
  - Adjusted users and licensing for departing and new users
  - Updated the CPR and Contact distribution lists to update distribution lists
  - Assisted Training Captain with creating two new Office Groups - Academy 17-01 and Academy
  - Created new Office 365 Group for the Professional Development Committee, ensuring that all requested members were added to the new group
- Monitored media; managed public safety messaging and press for the following:
  - **01/11/2017**- Just before 8:30pm, a full-alarm was dispatched for smoke and flames from the eaves of a house in the 3000 block of west Wildwood

Drive. The first Northwest Fire unit arrived in five minutes and found fire coming from the roof of the home. Several hose lines were deployed to the interior of the home where the fire was found in the attic space. It took twenty firefighters about twenty minutes to bring the fire under control. No one was home at the time of the fire, but the homeowners arrived on scene shortly after the first units arrived. The family, including children, were displaced for the night. The Northwest Fire Community Assistance Team assisted the family with a place to stay for the night.

- **01/20/2017** - Just after 7:00pm, a report of a car that struck a pole at Ina and Oracle resulted in a multiple unit response. The first unit on-scene found a single vehicle with significant damage. Two occupants were found inside the vehicle with serious, but non-life threatening injuries. The front seat passenger required extrication using the "jaws of life" due to the damage to the vehicle. Both patients were transported by ambulance to a local hospital.
- **01/21/2017** - A little after 8:00am, multiple 911 calls reporting smoke and flames coming from a small mobile home resulted in a full alarm response. The first unit arrived on-scene in five minutes and found smoke and flames coming from multiple portions of the home. Crews quickly deployed hose lines to attack the fire and upon entering the home found an adult male inside. The victim was pulled from the home and treated for injuries. Northwest Fire Paramedics transported the patient to a local hospital in serious and potentially life-threatening condition.
- **01/28/2017**- At 12:15pm, Northwest Fire received multiple 911 calls for a passenger car that struck the rear of a tractor trailer. Three patients from the car were transported by Northwest Fire Paramedics to a local hospital. One patient was in serious condition and two with non-life threatening injuries.
- **01/28/2017** - Northwest Fire received multiple 911 calls for a two-car accident on Ina road between La Cholla and Mona Lisa just before 7:30pm. The first unit on-scene found two vehicles with heavy damage on westbound Ina near the entrance to the Foothills Mall. A total of four people were involved in the accident and all require transport to the hospital. One patient required extrication using the "Jaws of Life" and was determined to have serious injuries. The other three patients were transported with non-life threatening injuries.
- **02/07/2017** - At 4:30pm, Northwest Fire received a 911 call for two cars that had collided in the intersection of Oracle and Orange Grove. A



second 911 caller reported that the engine compartment of one of the vehicles had caught fire and the occupants were still inside. An off-duty Marana Police Officer was passing by the incident and stopped to assist the driver of the burning vehicle from the car. Northwest Fire Paramedics transported one patient to the hospital with non-life threatening injuries.

- **02/10/2017**- Northwest Fire received a 911 call just after 8:00am for a two-car accident on Ruthrauff under I-10. The first unit on-scene found a full-size truck with a trailer and another full-size truck had collided in the intersection. The truck without the trailer had rolled and gone over the concrete barrier and was found on the shoulder of Ruthrauff under the Interstate. The driver of the truck and trailer had no injuries and declined evaluation and transport. The driver of the truck that rolled had removed himself from the vehicle prior to fire/law enforcement arrival on scene. The driver had minor injuries and was evaluated by Northwest Fire Paramedics before also declining transport to the hospital. The accident closed eastbound Ruthrauff and caused heavy delays during the morning rush hour.
- **02/11/2017** - Northwest Fire received a 911 call at 8:00am for a report of a single vehicle roll over on westbound I-10 north of Marana road. The vehicle left the roadway of westbound I-10, went into the median, crossed an empty irrigation canal, and rolled at least once before coming to rest on its wheels near the frontage road. A Good Samaritan who witnessed the accident stopped to help and was joined by an off-duty Northwest Firefighter who was on his way home after just leaving work. There were two occupants in the vehicle (a male and female) who were found to have serious, but non-life threatening injuries. The Good Samaritan and off-duty firefighter found the car had caught fire and pulled the two patients from the vehicle who were unable to exit the vehicle on their own due to the vehicles damage and their injuries. The first emergency units arrived on-scene, extinguished the fire and treated the patients. Both patients were transported by ambulance to a local hospital.

**GOALS:**

- Coordinate with Division and Department heads to facilitate Strategic Plan Goal #2 and #3 objectives
- Complete remaining requirements for Accreditation
- Hold an AAR of recruitment efforts with Recruitment team, HR, and Training once the firefighter recruitment interviews are complete
- Finalize Phase III of 365 training in partnership with IT to be offered across the District

- Continue to coordinate with NWFD, Pima County, and CAD and ISO on mapping updates
- Attend professional development opportunities: Public and media relations updates, as well as continued Social Media and digital communications training
- Create educational communications relative to resident status in/out of District
- Continue development of communication projects including: graphic standards and mission, vision, & values posters
- Update Digital Imaging Policy update with HR, Ops
- Promote seasonal, proactive, and medical safety messaging for general public and associated event attendees
- Work with Divisions on addressing internal/external messaging projects



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

### SCHEDULED

## FIRE CHIEF'S REPORT 2017-14

6.A.6

Meeting: 02/28/17 06:00 PM

Department: Prevention and Safety Division

Category: Chief's Board Report

Prepared By: Donald P. Garcia

Initiator: Donald P. Garcia

Sponsors:

DOC ID: 2475

## PREVENTION AND SAFETY DIVISION FIRE MARSHAL REPORT

**Fire Marshal Donald P. Garcia**

**February, 2017**

We continue to evaluate, coordinate, and direct all activities related to inspections, plan reviews, public education, training, strategic planning, and community partnerships.

We continue to build relationships with the Town of Marana and Pima County consistently working towards a more streamlined approach to assist the customer.

On January 3, 2017, Lead Fire Inspectors Douglas, Robinson and I attended an ImageTrend Software Demonstration online seminar Training.

The District purchased the Image Trend Fire Records Management software for Prevention, EMS, and Suppression. Prevention has requested a refund from Emergency Reporting and will continue to utilize FireHouse until Image Trend comes online. **We will need to replace all the Fire Inspector iPads as they are first generation and are not compatible with ImageTrend.**

We are working with Human Resources to recruit a replacement Fire Plans Examiner position. This is a critical position for us to maintain the current and future growth and development within the District.

Lead Inspectors Robinson, Douglas continue to complete the accreditation requirements identified by the peer assessors Performance Indicators Comments. The comments revealed changes required which should be completed and submitted no later than February 24, 2017.

The Prevention and Safety Division collaborated with Cintas Fire Protection and developed customized Fire Inspector training in fire sprinklers, fire alarms and kitchen cooking fire suppression systems. The training was held in Phoenix in their fire protection lab.

Lead Fire Inspector Lisa Douglas coordinated a Fire Investigation Photography Training at the Training Center on January 10, 2017. Training was provided by PCSO Forensic Technician, Kason Kim, on documenting the fire scene by utilizing advanced camera settings and lighting to enhance dark scenes and burned out items. Attendees included investigators from NWFD, neighboring departments as well as several law enforcement agencies.

Fire Inspectors Oberdries and Alvarado attended a Fire Flow Project Planning Meeting at Fire Station 37. The purpose was meet the accreditation requirements as well as identify fire flow data available for responding crews during an emergency.

Fire Inspector Oberdries attended the Health and Safety Work Group Meeting. This was the first of a quarterly meeting to enhance all employees' understanding of safety issues and provide an avenue for input on safety from all areas within our organization.

OSHA considers a safety committee to a vital component for safe work environment and is also a critical component for accreditation.

Research continues regarding the possibility of implementing a web-based service for tracking and collecting annual fire protection contractor's inspection reports for all safety systems through "The Compliance Engine". It is a proactive, efficient process to review reports, notify customers, track deficiencies and ensures compliance.

The 2016 -2017 school year is half over. Our Fire Inspectors will provide the District's public education / fire safety classes to the following grades:

<b>Grade</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b>SYTD Students</b>
<b>Kindergarten:</b>	<b>12</b>	<b>404</b>	<b>813</b>
<b>2<sup>nd</sup> Grade:</b>	<b>12</b>	<b>293</b>	<b>2595</b>
<b>4<sup>th</sup> Grade:</b>	<b>7</b>	<b>188</b>	<b>1148</b>
<b>Special Needs:</b>	<b>0</b>	<b>0</b>	<b>0</b>

*\*School year August 2016-May 2017*

## **DEVELOPMENT**

### **COMMERCIAL PROJECTS**

- Arizona Pavilions Project (Petco, TJ Max, Ross, Home Goods) is well underway with completion within the coming weeks.
- Chick-Fil-A building review complete. Moving into parking lot of Target on Ina and Thornydale. Construction should begin in around May of 2017.
- 100,000 SF Marana Senior Center moving forward located on Silverbell and Coachline area. Construction will begin once the water infrastructure is completed to meet the fire flow requirements.
- Sage Desert Assisted Care project is underway and dirt work is being completed (104,000 SF facility located in Pima County) Orange Grove and LA Cholla. Construction has begun.
- International Towers - Next to Breakers Water Park. Company manufactures towers used for cell phones, borders etc.
- Circle K, Business Office, and Apartments - Land Split for Circle K. Ina and Silverbell. Southeast Corner.
- 4-Story Hotel. Across from Outlet Mall. Hampton Inn. 101 Rooms. In the plan review process.
- Buffalo Wild Wings - Potential build in old Ruby Tuesday site next to Chinese Buffet on I-10 and Cortaro. The location has changed to the vacant lot west of Taco Bell on Cortaro.
- In Discussion with Monsanto - 600K SF Corn Processing Plant- Twin Peaks and Sanders. Annexation request has been postponed, waiting for other required documents.
- Villagio Self Storage -Tangerine/Thornydale - 4 Story, 86,500 SF

- Top Golf - Costco Drive / Thornydale - 3-Tier, 55,000 SF on about 15 acres. Plans are expected to be submitted the second week of January. Construction is scheduled to begin in 2017 and have a grand opening on Thanksgiving weekend 2017.
- Marana Main Gate Retail - Sandario/I-10 - 8,000 SF
- Marana PD building - Town Center, 2 Story, 44,785 SF
- Dove Mountain Veterinary - Tangerine/Dove Mountain
- HSL Properties - 16 Unit Apartment Complex consisting of 2 and 3 story units. Approximately 300 apartments. Location is across from Chinese Buffet on Crackle Barrel and Golf Course.
- 100,000 SF Assisted Care Facility in the works, located at the intersection of Dove Mountain and Tangerine. (Behind the old Bashas building)
- 18,000 SF shell building is being proposed on Travel Center Drive.
- Al Coronado Plumbing on Travel Center Drive-Construction has begun.
- Marana Market Place-Plans received for a 6,500 SF shell building.

### RESIDENTIAL PROJECTS

- Camino De Oeste housing development has been submitted for first review. North of Cortaro Between Hartman and Camino de Oeste. (144 SFR) (Pulte)
- Deanza housing Development / Final Plat - West of Hartman, North of Cortaro. (265 SFR) (Richman)
- Del Web Phase V has been approved and construction should begin this month. (Dove Mountain area) (100 SFR) - Pulte
- Avilla Town Homes starting new project on Orange Grove and La Cholla (development phase) (240 units)
- Gladden Farms - Block 14 and 15 - 450 homes - KB Homes. Plans approved. Roads are coming in.
- Blue Agave (200+) homes has started with the first 2 homes due to start construction by the first of the year.  
La Cholla Station (39) home lots.

### PREVENTION AND SAFETY STATISTICS

Activity	Marana	Pima	January Total 2017	2017 YTD
<b>Inspections</b>	78	141	219	219
<b>Re-Inspections</b>	51	58	109	109
<b>Construction Inspections</b>	51	4	55	55
<b>Plan Review</b>	49	16	65	65
<b>Fire Investigations</b>	0	2	2	2
<b>Car Seat Inspections</b>	14	0	14	14



I also attended the following meetings:

- Executive Staff (4)
- Fire Chief
- Fire District Board Meeting
- Leadership Team Meeting
- General Staff
- Internal Division Meeting (Daily)
- Arizona Fire Marshal Association
- Southern Arizona Homebuilders Association (SAHBA)

**GOALS FOR DECEMBER INCLUDE:**

- Organize the Prevention section of the District web site.
- Complete standard details and Contractor's Guide and make available on our website
- Import Occupancy information into ImageTrend Records Management System.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED**

### FIRE CHIEF'S REPORT 2017-15

6.A.7

Meeting: 02/28/17 06:00 PM

Department: Logistics

Category: Battalion Chief Report

Prepared By: Dugger Hughes

Initiator: Dugger Hughes

Sponsors:

DOC ID: 2467

## LOGISTICS BOARD REPORT

**Deputy Chief Hughes  
February, 2017**

### **ACTIVITIES:**

Logistics personnel assisted in the new Academy process by measuring all the new Recruits for uniforms, turnouts, and other PPE.

The identified Surplus District vehicles were picked up by Enterprise over a two-day period. They were loaded onto transports and taken to Phoenix. We should know how the sales went by the next Board report.

Eleven new sets of turnouts were placed into service in the field. The ones being replaced were 7 years old, and will be placed into reserve status until they hit the 10-year age timeframe, at which time they will be made available for surplus.

An intern is working at Fleet, and will be doing a couple projects for the Fleet Supervisor.

Talks are ongoing related to the asphalt deterioration and correction efforts at the CSC. Our Facilities Coordinator is currently working with a vendor to replace some of the areas that could be considered safety hazards to make the areas ready for the new academy. It is anticipated that complete removal and repair of the bad sections of asphalt will begin in early September.

We are working with a structural engineer to assess some of our facilities that are showing signs of foundation movement. Stations 36, 33, and the Fleet facility have experienced several issues related to this settling/heaving of the foundations, and we hope to gather enough professional advice and direction to develop a plan to mitigate the issues.

Work continues between the Warehouse and EMS to establish an efficient ordering process for EMS supplies. Additionally, the Facilities Coordinator has been assisting with the installation of the new EMS vending machines.

### **Facilities:**

- Fire Safety Inspections of some of the District facilities were conducted in concert with the District Prevention personnel.
- A purchase order for \$24,000 was issued to a vendor to replace 4 fire hydrants at the CSC.
- A Request for Quotes (RFQ) was conducted for keyless proximity locks at all District facilities. This system has been long wanted by District personnel, and will provide many advantages over the current system. Due to costs, this proximity lock system will probably be implemented in stages for the next few years.

- New mattresses were purchased for Stations 31 and 37. The Facilities Coordinator is also considering a new, higher quality mattress for future use, based on the large number of concerns that were listed in a recent survey that was conducted for input into the new stations.
- Three water quality standard inspections were conducted for Pima County.
- There were 24 Work Orders closed during this past month.

**Personal Protective Equipment:**

- A total of 47 work orders were processed by the Fire Equipment Service Worker and the PPE Maintenance Worker in January.
- Several hundred feet of new fire hose was received this past month. It was tested and then placed in service across the District to get Reserve Levels up to the appropriate level.
- The newly implemented practice of annual inspection, repair, and cleaning of the Wildland PPE in conjunction with the turnouts is working well. This additional work has created a need for a second extractor at the ESC, and the plan is to move the old extractor from the Warehouse to the ESC as soon as possible to help alleviate the time constraint issues.

**Warehouse:**

- 16 Special Orders were completed in January.
- There were 43 In-House uniform orders filled this past month.
- 97 Oxygen cylinders were filled and distributed.
- 52 EMS orders from the field were processed this month.
- There were 21 Station Supply orders filled, as well as 7 Office Orders processed in January.

**Fleet:**

- There were 12 scheduled Work Orders completed for the month, along with 44 unscheduled Work Orders.
- There are currently 47 open Work Orders, with 36 Work Orders being closed out.
- A mechanic and two members of the District Apparatus Committee did the final inspection on the new engine on January 31. It is in transit to Phoenix where the vendor will add all the striping, and do their own internal final inspection. The engine should hopefully be delivered to the District by the end of February. Also, while the District personnel were at the factory, they completed the pre-construction meeting for two more engines. Typical build time is about 1 year for these trucks.
- District vehicles accumulated 36,881 miles in January, consuming 5,120 gallons of fuel for an average MPG of 7.2.



## Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED**

### **FIRE CHIEF'S REPORT 2017-16**

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6.A.8

Meeting: 02/28/17 06:00 PM

Department: Finance

Category: Chief's Board Report

Prepared By: Dave Gephart

Initiator: Dave Gephart

Sponsors:

DOC ID: 2476

## **FINANCE REPORT**

### **Finance Director David Gephart**

### **February, 2017**

#### **ACTIVITIES:**

- Continued processing vendor and payroll payments
- Continued work on policy revisions
- Continued work on 2017-18 budget

#### **GOALS:**

- Continue processing vendor and payroll payments
- Continue participation on leadership team
- Continue work on policy revisions
- Continue work on 2017-18 budget



## **Governing Board**

5225 West Massingale Rd.  
Tucson, AZ 85743

### **SCHEDULED**

## **FINANCIAL REPORTS 2017-2**

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Meeting: 02/28/17 06:00 PM

Department: Finance

Category: Financial Report

Prepared By: Phyllis Schumacher

Initiator: Phyllis Schumacher

Sponsors:

DOC ID: 2468

### **ATTACHMENTS:**

- December 2016 Monthly Board Rept Fund Balance (PDF)
- December 2016 Monthly Budget Report (PDF)
- December 2016 Monthly Board Report-Pooled Cash Report (PDF)
- December 2016 Comparison Revenue Received Current Year-Prior Year (PDF)
- December 2016 Monthly Check Report (PDF)





NORTHWEST FIRE DISTRICT AZ

# Monthly Board Rept Fund Balance

As Of 12/31/2016

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - GENERAL FUND	0.00	21,990,496.72	16,152,693.20	5,837,803.52
110 - MEDICAL SELF INSURANCE	0.00	3,698,254.67	1,242,908.84	2,455,345.83
200 - WILDLAND FUND	0.00	581,041.00	384,842.21	196,198.79
250 - AMBULANCE FUND	0.00	1,407,110.54	275,488.81	1,131,621.73
400 - CAPITAL PROJECTS	0.00	2,538,598.66	1,956,351.97	582,246.69
410 - CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00
450 - CAPITAL RESERVE	0.00	1,207,493.00	0.00	1,207,493.00
480 - GRANT PROGRAM	0.00	1,273,948.03	59,429.81	1,214,518.22
500 - GO DEBT SERVICE	0.00	2,746,620.76	1,095,912.00	1,650,708.76
800 - GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00
999 - POOLED CASH	0.00	0.00	0.00	0.00
<b>Report Total:</b>	<b>0.00</b>	<b>35,443,563.38</b>	<b>21,167,626.84</b>	<b>14,275,936.54</b>

Attachment: December 2016 Monthly Board Rept Fund Balance (FR-2017-2 : Financial Reports)



NORTHWEST FIRE DISTRICT AZ

# Monthly Budget Report

## Account Summa

For Fiscal: 2016-2017 Period Ending: 12/31/20

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
<b>Department: 2100 - PREVENTION &amp; SAFETY</b>						
<a href="#">100-2100-42330-000</a> Prevention Service Fees	0.00	0.00	0.00	-75.00	-75.00	0.00
<a href="#">100-2100-42335-000</a> Prevention Review Fees	150,000.00	150,000.00	9,076.00	73,374.10	-76,625.90	51.00
<b>Department: 2100 - PREVENTION &amp; SAFETY Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>9,076.00</b>	<b>73,299.10</b>	<b>-76,700.90</b>	<b>51.00</b>
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC</b>						
<a href="#">100-2300-45000-000</a> Donations & Contributions	0.00	0.00	20.00	255.00	255.00	0.00
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>20.00</b>	<b>255.00</b>	<b>255.00</b>	<b>0.00</b>
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>9,096.00</b>	<b>73,554.10</b>	<b>-76,445.90</b>	<b>50.00</b>
<b>FinancialRpt: 3 - Operational</b>						
<b>Department: 3100 - TRAINING</b>						
<a href="#">100-3100-42700-000</a> Facility Use Revenue	20,000.00	20,000.00	1,854.32	8,099.32	-11,900.68	59.00
<a href="#">100-3100-44100-000</a> Training Revenue	20,000.00	20,000.00	1,186.60	1,386.60	-18,613.40	93.00
<b>Department: 3100 - TRAINING Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>3,040.92</b>	<b>9,485.92</b>	<b>-30,514.08</b>	<b>76.00</b>
<b>Department: 3400 - EMS</b>						
<a href="#">100-3400-42350-000</a> EMS Standby Revenue	0.00	0.00	0.00	2,941.41	2,941.41	0.00
<a href="#">100-3400-42355-000</a> EMS Ride-A-Long Fees	0.00	0.00	0.00	226.80	226.80	0.00
<b>Department: 3400 - EMS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,168.21</b>	<b>3,168.21</b>	<b>0.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>3,040.92</b>	<b>12,654.13</b>	<b>-27,345.87</b>	<b>68.00</b>
<b>FinancialRpt: 9 - Undesignated</b>						
<b>Department: 9000 - NON-DEPARTMENTAL</b>						
<a href="#">100-9000-40000-000</a> Beginning Fund Balance	5,000,000.00	5,000,000.00	0.00	5,839,177.38	839,177.38	116.00
<a href="#">100-9000-41100-000</a> Property Taxes-CY	27,957,283.00	27,957,283.00	944,669.78	14,884,213.44	-13,073,069.56	46.00
<a href="#">100-9000-41150-000</a> Property Taxes-PY	400,000.00	400,000.00	29,658.07	419,449.52	19,449.52	104.00
<a href="#">100-9000-41200-000</a> FDAT-CY	390,000.00	390,000.00	15,150.53	214,461.31	-175,538.69	45.00
<a href="#">100-9000-41250-000</a> FDAT-PY	0.00	0.00	884.91	8,597.58	8,597.58	0.00
<a href="#">100-9000-42310-000</a> Fire Protection Fees	10,000.00	10,000.00	0.00	6,761.56	-3,238.44	32.00
<a href="#">100-9000-42360-000</a> Technology Maint Revenue	32,000.00	32,000.00	3,189.29	19,135.74	-12,864.26	40.00
<a href="#">100-9000-42390-000</a> Dispatch Revenue	600,000.00	600,000.00	50,850.49	305,323.16	-294,676.84	49.00
<a href="#">100-9000-42600-000</a> Rents And Leases	45,000.00	45,000.00	4,500.00	27,000.00	-18,000.00	40.00
<a href="#">100-9000-43100-000</a> Investment Revenue	50,000.00	50,000.00	4,663.13	27,746.46	-22,253.54	44.00
<a href="#">100-9000-46000-000</a> Miscellaneous Revenue	2,500.00	2,500.00	966.48	5,312.69	2,812.69	212.00
<a href="#">100-9000-46100-000</a> State Insurance Program	300,000.00	300,000.00	24,772.36	147,109.65	-152,890.35	50.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>	<b>34,786,783.00</b>	<b>34,786,783.00</b>	<b>1,079,305.04</b>	<b>21,904,288.49</b>	<b>-12,882,494.51</b>	<b>37.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>34,786,783.00</b>	<b>34,786,783.00</b>	<b>1,079,305.04</b>	<b>21,904,288.49</b>	<b>-12,882,494.51</b>	<b>37.00</b>
<b>Revenue Total:</b>	<b>34,976,783.00</b>	<b>34,976,783.00</b>	<b>1,091,441.96</b>	<b>21,990,496.72</b>	<b>-12,986,286.28</b>	<b>37.00</b>
<b>Expense</b>						
<b>FinancialRpt: 1 - Administrative Costs</b>						
<b>Department: 1200 - FIRE CHIEF</b>						
<a href="#">100-1200-51110-000</a> Salaries	162,897.00	162,897.00	19,138.38	79,834.38	83,062.62	50.00
<a href="#">100-1200-51190-000</a> PTO Paid Out	4,887.00	4,887.00	0.00	0.00	4,887.00	100.00
<a href="#">100-1200-51211-000</a> Medical Insurance	10,583.00	10,583.00	881.92	5,291.50	5,291.50	50.00
<a href="#">100-1200-51212-000</a> Dental Insurance	489.00	489.00	40.75	244.50	244.50	50.00
<a href="#">100-1200-51213-000</a> Vision Insurance	96.00	96.00	8.00	48.00	48.00	50.00
<a href="#">100-1200-51215-000</a> PSPRS-Cancer Insurance	50.00	50.00	0.00	0.00	50.00	100.00
<a href="#">100-1200-51216-000</a> Life Insurance	60.00	60.00	4.80	28.32	31.68	52.00
<a href="#">100-1200-51218-000</a> STD Insurance	572.00	572.00	18.02	106.32	465.68	81.00

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-1200-51231-000</a>	Medicare	2,433.00	2,433.00	272.24	1,151.29	1,281.71	52.0
<a href="#">100-1200-51250-000</a>	PSPRS	36,040.00	36,040.00	1,774.14	7,400.69	28,639.31	79.4
<a href="#">100-1200-51270-000</a>	Workers Compensation	8,758.00	8,758.00	1,771.21	3,542.42	5,215.58	59.5
<a href="#">100-1200-51280-000</a>	Deferred Compensation	18,456.00	18,456.00	2,143.50	8,941.46	9,514.54	51.5
<a href="#">100-1200-51290-000</a>	PEHP	1,678.00	1,678.00	0.00	349.97	1,328.03	79.0
<a href="#">100-1200-52110-000</a>	Office Supplies	100.00	100.00	0.00	25.70	74.30	74.3
<a href="#">100-1200-52130-000</a>	Computer Supplies	0.00	0.00	0.00	5.29	-5.29	0.0
<a href="#">100-1200-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	1,275.00	1,575.00	-75.00	-5.0
<a href="#">100-1200-52170-000</a>	Travel & Per Diem	3,000.00	3,000.00	0.00	4,540.23	-1,540.23	-51.3
<a href="#">100-1200-52177-000</a>	Meals & Entertainment	2,000.00	2,000.00	0.00	158.69	1,841.31	92.0
<a href="#">100-1200-52180-000</a>	Training	5,000.00	5,000.00	80.00	2,194.00	2,806.00	56.0
<a href="#">100-1200-52196-000</a>	Employee Recognition	1,500.00	1,500.00	4,000.00	4,000.00	-2,500.00	-166.0
<a href="#">100-1200-52270-000</a>	Organizational Development	3,500.00	3,500.00	0.00	0.00	3,500.00	100.0
<a href="#">100-1200-52310-000</a>	Cell Phones & Pagers	2,200.00	2,200.00	72.79	760.26	1,439.74	65.4
<b>Department: 1200 - FIRE CHIEF Total:</b>		<b>265,799.00</b>	<b>265,799.00</b>	<b>31,480.75</b>	<b>120,198.02</b>	<b>145,600.98</b>	<b>54.0</b>

**Department: 1220 - FIRE OPERATIONS - ADMIN**

<a href="#">100-1220-51110-000</a>	Salaries	884,255.00	781,880.00	90,017.31	379,335.36	402,544.64	51.4
<a href="#">100-1220-51190-000</a>	PTO Paid Out	26,528.00	23,457.00	151.38	151.38	23,305.62	99.3
<a href="#">100-1220-51211-000</a>	Medical Insurance	84,664.00	74,081.00	6,173.42	37,040.50	37,040.50	50.0
<a href="#">100-1220-51212-000</a>	Dental Insurance	3,912.00	3,423.00	285.25	1,711.50	1,711.50	50.0
<a href="#">100-1220-51213-000</a>	Vision Insurance	768.00	672.00	56.00	336.00	336.00	50.0
<a href="#">100-1220-51215-000</a>	PSPRS-Cancer Insurance	400.00	350.00	0.00	350.00	0.00	0.0
<a href="#">100-1220-51216-000</a>	Life Insurance	480.00	420.00	32.88	187.22	232.78	55.4
<a href="#">100-1220-51218-000</a>	STD Insurance	3,107.00	2,747.00	123.44	702.89	2,044.11	74.4
<a href="#">100-1220-51231-000</a>	Medicare	13,206.00	11,677.00	1,287.22	5,361.68	6,315.32	54.0
<a href="#">100-1220-51250-000</a>	PSPRS	192,764.00	170,774.00	16,290.52	69,219.39	101,554.61	59.4
<a href="#">100-1220-51270-000</a>	Workers Compensation	47,543.00	42,039.00	9,480.81	20,515.31	21,523.69	51.0
<a href="#">100-1220-51280-000</a>	Deferred Compensation	0.00	0.00	1,084.54	4,454.43	-4,454.43	0.0
<a href="#">100-1220-51290-000</a>	PEHP	9,107.00	8,053.00	0.00	2,449.79	5,603.21	69.0
<a href="#">100-1220-52110-000</a>	Office Supplies	100.00	100.00	0.00	0.00	100.00	100.0
<a href="#">100-1220-52139-000</a>	Operational Equipment	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1220-52140-000</a>	Operational Supplies	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1220-52160-000</a>	Dues, Memberships & Subscripti	1,000.00	1,000.00	0.00	429.00	571.00	57.0
<a href="#">100-1220-52170-000</a>	Travel & Per Diem	8,900.00	8,900.00	0.00	1,356.37	7,543.63	84.0
<a href="#">100-1220-52177-000</a>	Meals & Entertainment	400.00	400.00	0.00	181.85	218.15	54.0
<a href="#">100-1220-52180-000</a>	Training	4,200.00	4,200.00	80.00	1,455.00	2,745.00	65.0
<a href="#">100-1220-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	192.98	2,819.73	-819.73	-40.0
<a href="#">100-1220-52360-000</a>	Television	1,000.00	1,000.00	68.21	409.26	590.74	59.0
<b>Department: 1220 - FIRE OPERATIONS - ADMIN Total:</b>		<b>1,284,734.00</b>	<b>1,137,573.00</b>	<b>125,323.96</b>	<b>528,466.66</b>	<b>609,106.34</b>	<b>53.0</b>

**Department: 1230 - ADMINISTRATIVE SERVICES**

<a href="#">100-1230-51110-000</a>	Salaries	65,472.00	65,472.00	0.00	0.00	65,472.00	100.0
<a href="#">100-1230-51120-000</a>	Hourly	119,725.00	119,725.00	14,242.86	59,965.14	59,759.86	49.0
<a href="#">100-1230-51150-000</a>	Overtime	1,493.00	1,493.00	180.47	897.74	595.26	39.0
<a href="#">100-1230-51190-000</a>	PTO Paid Out	5,601.00	5,601.00	0.00	0.00	5,601.00	100.0
<a href="#">100-1230-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	21,166.00	21,166.00	50.0
<a href="#">100-1230-51212-000</a>	Dental Insurance	1,956.00	1,956.00	163.00	978.00	978.00	50.0
<a href="#">100-1230-51213-000</a>	Vision Insurance	384.00	384.00	32.00	192.00	192.00	50.0
<a href="#">100-1230-51216-000</a>	Life Insurance	240.00	240.00	14.40	86.40	153.60	64.0
<a href="#">100-1230-51218-000</a>	STD Insurance	961.00	961.00	32.81	196.71	764.29	79.0
<a href="#">100-1230-51230-000</a>	Social Security	11,922.00	11,922.00	885.92	3,727.20	8,194.80	68.0
<a href="#">100-1230-51231-000</a>	Medicare	2,788.00	2,788.00	207.19	871.67	1,916.33	68.0
<a href="#">100-1230-51251-000</a>	ASRS	22,075.00	22,075.00	1,655.76	6,987.03	15,087.97	68.0
<a href="#">100-1230-51270-000</a>	Workers Compensation	731.00	731.00	99.58	197.66	533.34	72.0
<a href="#">100-1230-51290-000</a>	PEHP	1,923.00	1,923.00	0.00	1,049.91	873.09	45.0
<a href="#">100-1230-52110-000</a>	Office Supplies	3,500.00	3,500.00	349.69	1,376.12	2,123.88	60.0
<a href="#">100-1230-52112-000</a>	Copier Supplies	2,500.00	2,500.00	0.00	349.12	2,150.88	86.0
<a href="#">100-1230-52115-000</a>	Fees	3,600.00	3,600.00	890.00	1,255.00	2,345.00	65.0
<a href="#">100-1230-52120-000</a>	Printing & Duplicating	500.00	500.00	0.00	0.00	500.00	100.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-1230-52130-000</a>	Computer Supplies	200.00	200.00	0.00	0.00	200.00	100.00
<a href="#">100-1230-52150-000</a>	Postage & Mailings	6,588.00	6,588.00	93.03	2,598.02	3,989.98	60.00
<a href="#">100-1230-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	1,015.00	195.00	1,305.00	87.00
<a href="#">100-1230-52170-000</a>	Travel & Per Diem	2,000.00	2,000.00	0.00	1,487.46	512.54	25.63
<a href="#">100-1230-52177-000</a>	Meals & Entertainment	0.00	0.00	0.00	195.00	-195.00	0.00
<a href="#">100-1230-52180-000</a>	Training	3,000.00	3,000.00	285.00	1,297.00	1,703.00	56.77
<a href="#">100-1230-52195-000</a>	Election Costs	50,000.00	0.00	0.00	0.00	0.00	0.00
<a href="#">100-1230-52195-008</a>	Election Costs	0.00	50,000.00	11,044.85	98,339.57	-48,339.57	-96.68
<a href="#">100-1230-52198-000</a>	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.00
<a href="#">100-1230-52223-000</a>	Consultants-General	29,000.00	29,000.00	2,000.00	12,000.00	17,000.00	58.62
<a href="#">100-1230-52227-000</a>	Contract Labor	5,000.00	5,000.00	0.00	7,229.80	-2,229.80	-44.59
<a href="#">100-1230-52230-000</a>	Engineering & Architectural	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00
<a href="#">100-1230-52250-000</a>	Legal Advertising	7,000.00	7,000.00	0.00	745.95	6,254.05	89.34
<a href="#">100-1230-52260-000</a>	Legal	59,045.00	59,045.00	4,522.50	25,999.50	33,045.50	55.97
<a href="#">100-1230-52310-000</a>	Cell Phones & Pagers	1,275.00	1,275.00	36.85	494.00	781.00	61.21
<a href="#">100-1230-52320-000</a>	Electric	30,000.00	30,000.00	1,878.09	15,549.44	14,450.56	48.17
<a href="#">100-1230-52340-000</a>	Refuse Removal	1,000.00	1,000.00	122.02	427.07	572.93	57.29
<a href="#">100-1230-52350-000</a>	Telephone	18,000.00	18,000.00	1,449.67	8,702.69	9,297.31	51.65
<a href="#">100-1230-52370-000</a>	Water & Sewer	900.00	900.00	29.99	214.35	685.65	76.18
<a href="#">100-1230-52410-000</a>	Claim Settlement	5,000.00	5,000.00	0.00	-1,587.00	6,587.00	131.74
<a href="#">100-1230-52430-000</a>	Gen. Liab. & Auto Insurance	124,440.00	124,440.00	0.00	114,367.33	10,072.67	8.10
<a href="#">100-1230-52540-000</a>	Building Services	0.00	0.00	0.00	150.00	-150.00	0.00
<a href="#">100-1230-52560-000</a>	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.00
<a href="#">100-1230-52620-000</a>	Equipment Rental	10,400.00	10,400.00	1,430.38	7,536.07	2,863.93	27.53
<b>Department: 1230 - ADMINISTRATIVE SERVICES Total:</b>		<b>647,751.00</b>	<b>647,751.00</b>	<b>46,188.73</b>	<b>395,236.95</b>	<b>252,514.05</b>	<b>38.95</b>

**Department: 1240 - HUMAN RESOURCES**

<a href="#">100-1240-51110-000</a>	Salaries	118,075.00	118,075.00	13,624.05	57,740.02	60,334.98	51.40
<a href="#">100-1240-51120-000</a>	Hourly	143,343.00	143,343.00	18,780.86	85,534.63	57,808.37	40.33
<a href="#">100-1240-51150-000</a>	Overtime	2,867.00	2,867.00	1,025.24	7,012.55	-4,145.55	-144.60
<a href="#">100-1240-51190-000</a>	PTO Paid Out	7,929.00	7,929.00	0.00	0.00	7,929.00	100.00
<a href="#">100-1240-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	21,166.00	21,166.00	50.00
<a href="#">100-1240-51212-000</a>	Dental Insurance	1,956.00	1,956.00	163.00	978.00	978.00	50.00
<a href="#">100-1240-51213-000</a>	Vision Insurance	384.00	384.00	32.00	192.00	192.00	50.00
<a href="#">100-1240-51216-000</a>	Life Insurance	240.00	240.00	19.20	115.20	124.80	52.00
<a href="#">100-1240-51217-000</a>	AD&D Insurance	11,000.00	11,000.00	10,777.02	16,165.53	-5,165.53	-46.95
<a href="#">100-1240-51218-000</a>	STD Insurance	1,361.00	1,361.00	61.40	374.75	986.25	72.40
<a href="#">100-1240-51230-000</a>	Social Security	16,877.00	16,877.00	1,708.55	8,676.33	8,200.67	48.59
<a href="#">100-1240-51231-000</a>	Medicare	3,947.00	3,947.00	455.27	2,084.85	1,862.15	47.18
<a href="#">100-1240-51251-000</a>	ASRS	31,250.00	31,250.00	3,837.79	17,252.97	13,997.03	44.79
<a href="#">100-1240-51270-000</a>	Workers Compensation	1,035.00	1,035.00	238.52	505.07	529.93	51.15
<a href="#">100-1240-51290-000</a>	PEHP	2,722.00	2,722.00	0.00	1,399.88	1,322.12	48.59
<a href="#">100-1240-52110-000</a>	Office Supplies	2,000.00	2,000.00	63.61	1,749.10	250.90	12.55
<a href="#">100-1240-52110-015</a>	Office Supplies	0.00	0.00	17.38	60.77	-60.77	0.00
<a href="#">100-1240-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	1,019.60	980.40	49.02
<a href="#">100-1240-52160-000</a>	Dues, Memberships & Subscripti	3,448.00	3,448.00	99.00	559.93	2,888.07	83.76
<a href="#">100-1240-52170-000</a>	Travel & Per Diem	2,632.00	2,632.00	0.00	2,971.26	-339.26	-12.88
<a href="#">100-1240-52177-000</a>	Meals & Entertainment	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00
<a href="#">100-1240-52177-015</a>	Meals & Entertainment	0.00	0.00	74.08	777.10	-777.10	0.00
<a href="#">100-1240-52180-000</a>	Training	3,742.00	3,742.00	650.00	4,424.50	-682.50	-18.23
<a href="#">100-1240-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00
<a href="#">100-1240-52223-000</a>	Consultants-General	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00
<a href="#">100-1240-52240-000</a>	Health Services	76,860.00	76,860.00	12,074.10	67,310.10	9,549.90	12.43
<a href="#">100-1240-52270-000</a>	Organizational Development	5,793.00	5,793.00	175.40	-3,969.98	9,762.98	168.50
<a href="#">100-1240-52280-000</a>	Recruitment	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00
<a href="#">100-1240-52280-015</a>	Recruitment	0.00	0.00	0.00	500.00	-500.00	0.00
<a href="#">100-1240-52290-000</a>	Testing & Background Services	6,000.00	6,000.00	22.00	617.00	5,383.00	89.72
<a href="#">100-1240-52290-015</a>	Testing & Background Services	0.00	0.00	0.00	10,082.20	-10,082.20	0.00
<a href="#">100-1240-52310-000</a>	Cell Phones & Pagers	1,650.00	1,650.00	128.58	983.41	666.59	40.40

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1240-52540-000</a>	Building Services	350.00	350.00	0.00	150.00	200.00	57.0
<b>Department: 1240 - HUMAN RESOURCES Total:</b>		<b>542,293.00</b>	<b>542,293.00</b>	<b>67,554.72</b>	<b>306,432.77</b>	<b>235,860.23</b>	<b>43.4</b>
<b>Department: 1250 - FINANCE</b>							
<a href="#">100-1250-51110-000</a>	Salaries	188,900.00	188,900.00	24,103.82	92,590.63	96,309.37	50.0
<a href="#">100-1250-51120-000</a>	Hourly	150,904.00	150,904.00	17,371.93	73,404.82	77,499.18	51.0
<a href="#">100-1250-51150-000</a>	Overtime	3,018.00	3,018.00	97.39	414.23	2,603.77	86.0
<a href="#">100-1250-51190-000</a>	PTO Paid Out	10,284.00	10,284.00	0.00	0.00	10,284.00	100.0
<a href="#">100-1250-51211-000</a>	Medical Insurance	52,915.00	52,915.00	4,409.58	26,457.50	26,457.50	50.0
<a href="#">100-1250-51212-000</a>	Dental Insurance	2,445.00	2,445.00	203.75	1,222.50	1,222.50	50.0
<a href="#">100-1250-51213-000</a>	Vision Insurance	480.00	480.00	40.00	240.00	240.00	50.0
<a href="#">100-1250-51216-000</a>	Life Insurance	300.00	300.00	24.00	144.00	156.00	52.0
<a href="#">100-1250-51218-000</a>	STD Insurance	1,766.00	1,766.00	75.64	453.68	1,312.32	74.0
<a href="#">100-1250-51230-000</a>	Social Security	21,893.00	21,893.00	2,450.12	9,592.07	12,300.93	56.0
<a href="#">100-1250-51231-000</a>	Medicare	5,120.00	5,120.00	572.99	2,243.29	2,876.71	56.0
<a href="#">100-1250-51251-000</a>	ASRS	40,536.00	40,536.00	4,772.57	19,103.71	21,432.29	52.0
<a href="#">100-1250-51270-000</a>	Workers Compensation	1,342.00	1,342.00	275.30	553.75	788.25	58.0
<a href="#">100-1250-51290-000</a>	PEHP	3,531.00	3,531.00	0.00	1,749.85	1,781.15	50.0
<a href="#">100-1250-52110-000</a>	Office Supplies	1,500.00	1,500.00	0.00	917.00	583.00	38.0
<a href="#">100-1250-52115-000</a>	Fees	5,856.00	5,856.00	377.85	7,157.48	-1,301.48	-22.0
<a href="#">100-1250-52120-000</a>	Printing & Duplicating	700.00	700.00	39.04	211.01	488.99	69.0
<a href="#">100-1250-52160-000</a>	Dues, Memberships & Subscripti	1,415.00	1,415.00	435.00	1,180.00	235.00	16.0
<a href="#">100-1250-52170-000</a>	Travel & Per Diem	1,700.00	1,700.00	0.00	112.86	1,587.14	93.0
<a href="#">100-1250-52177-000</a>	Meals & Entertainment	0.00	0.00	0.00	65.00	-65.00	0.0
<a href="#">100-1250-52180-000</a>	Training	1,300.00	1,300.00	250.00	1,408.00	-108.00	-8.0
<a href="#">100-1250-52198-000</a>	Books & Periodicals	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-1250-52210-000</a>	Accounting & Auditing	17,568.00	17,568.00	4,010.00	22,395.00	-4,827.00	-27.0
<a href="#">100-1250-52310-000</a>	Cell Phones & Pagers	300.00	300.00	25.26	443.21	-143.21	-47.0
<a href="#">100-1250-52550-000</a>	Equipment Supplies	1,200.00	1,200.00	0.00	0.00	1,200.00	100.0
<b>Department: 1250 - FINANCE Total:</b>		<b>515,173.00</b>	<b>515,173.00</b>	<b>59,534.24</b>	<b>262,059.59</b>	<b>253,113.41</b>	<b>49.0</b>
<b>Department: 1280 - COMMUNITY AFFAIRS</b>							
<a href="#">100-1280-51110-000</a>	Salaries	85,325.00	85,325.00	10,012.50	42,131.20	43,193.80	50.0
<a href="#">100-1280-51120-000</a>	Hourly	75,007.00	75,007.00	10,486.92	41,437.04	33,569.96	44.0
<a href="#">100-1280-51140-000</a>	Holiday Pay	0.00	0.00	320.80	950.24	-950.24	0.0
<a href="#">100-1280-51150-000</a>	Overtime	9,098.00	9,098.00	1,566.82	3,820.23	5,277.77	58.0
<a href="#">100-1280-51190-000</a>	PTO Paid Out	5,082.00	5,082.00	0.00	0.00	5,082.00	100.0
<a href="#">100-1280-51211-000</a>	Medical Insurance	21,166.00	21,166.00	1,763.83	10,583.00	10,583.00	50.0
<a href="#">100-1280-51212-000</a>	Dental Insurance	978.00	978.00	81.50	489.00	489.00	50.0
<a href="#">100-1280-51213-000</a>	Vision Insurance	192.00	192.00	16.00	96.00	96.00	50.0
<a href="#">100-1280-51215-000</a>	PSPRS-Cancer Insurance	0.00	0.00	0.00	50.00	-50.00	0.0
<a href="#">100-1280-51216-000</a>	Life Insurance	120.00	120.00	9.60	55.27	64.73	53.0
<a href="#">100-1280-51218-000</a>	STD Insurance	873.00	873.00	36.04	207.52	665.48	76.0
<a href="#">100-1280-51230-000</a>	Social Security	5,449.00	5,449.00	592.57	2,464.22	2,984.78	54.0
<a href="#">100-1280-51231-000</a>	Medicare	2,530.00	2,530.00	310.79	1,211.44	1,318.56	52.0
<a href="#">100-1280-51250-000</a>	PSPRS	18,608.00	18,608.00	2,658.06	9,925.39	8,682.61	46.0
<a href="#">100-1280-51251-000</a>	ASRS	10,089.00	10,089.00	1,149.42	4,836.63	5,252.37	52.0
<a href="#">100-1280-51270-000</a>	Workers Compensation	9,110.00	9,110.00	2,011.30	4,062.53	5,047.47	55.0
<a href="#">100-1280-51290-000</a>	PEHP	1,745.00	1,745.00	0.00	699.94	1,045.06	59.0
<a href="#">100-1280-52110-000</a>	Office Supplies	150.00	150.00	176.33	226.08	-76.08	-50.0
<a href="#">100-1280-52111-000</a>	Photographic Supplies	600.00	600.00	0.00	0.00	600.00	100.0
<a href="#">100-1280-52160-000</a>	Dues, Memberships & Subscripti	400.00	400.00	430.00	489.95	-89.95	-22.0
<a href="#">100-1280-52170-000</a>	Travel & Per Diem	350.00	350.00	0.00	0.00	350.00	100.0
<a href="#">100-1280-52177-000</a>	Meals & Entertainment	520.00	520.00	0.00	288.34	231.66	44.0
<a href="#">100-1280-52180-000</a>	Training	2,400.00	2,400.00	0.00	45.00	2,355.00	98.0
<a href="#">100-1280-52192-000</a>	Public Affairs	26,462.00	26,462.00	1,634.00	5,178.51	21,283.49	80.0
<a href="#">100-1280-52192-015</a>	Public Affairs	0.00	0.00	172.96	5,215.25	-5,215.25	0.0
<a href="#">100-1280-52223-000</a>	Consultants-General	1,400.00	1,400.00	0.00	1,225.00	175.00	12.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-1280-52310-000</a>	Cell Phones & Pagers	3,500.00	3,500.00	98.85	1,230.97	2,269.03	64.8
<b>Department: 1280 - COMMUNITY AFFAIRS Total:</b>		<b>281,154.00</b>	<b>281,154.00</b>	<b>33,528.29</b>	<b>136,918.75</b>	<b>144,235.25</b>	<b>51.5</b>
<b>FinancialRpt: 1 - Administrative Costs Total:</b>		<b>3,536,904.00</b>	<b>3,389,743.00</b>	<b>363,610.69</b>	<b>1,749,312.74</b>	<b>1,640,430.26</b>	<b>48.5</b>

## FinancialRpt: 2 - Community Safety

## Department: 2100 - PREVENTION &amp; SAFETY

<a href="#">100-2100-51110-000</a>	Salaries	111,750.00	111,750.00	12,761.55	53,225.24	58,524.76	52.5
<a href="#">100-2100-51120-000</a>	Hourly	523,570.00	523,570.00	60,719.41	268,053.51	255,516.49	48.8
<a href="#">100-2100-51140-000</a>	Holiday Pay	0.00	0.00	379.31	1,745.00	-1,745.00	0.0
<a href="#">100-2100-51150-000</a>	Overtime	8,075.00	8,075.00	1,443.13	6,846.89	1,228.11	15.2
<a href="#">100-2100-51190-000</a>	PTO Paid Out	19,302.00	19,302.00	1,607.07	1,607.07	17,694.93	91.6
<a href="#">100-2100-51211-000</a>	Medical Insurance	116,413.00	116,413.00	9,701.08	58,206.50	58,206.50	50.0
<a href="#">100-2100-51212-000</a>	Dental Insurance	5,379.00	5,379.00	448.25	2,689.50	2,689.50	50.0
<a href="#">100-2100-51213-000</a>	Vision Insurance	1,056.00	1,056.00	88.00	528.00	528.00	50.0
<a href="#">100-2100-51215-000</a>	PSPRS-Cancer Insurance	150.00	150.00	0.00	150.00	0.00	0.0
<a href="#">100-2100-51216-000</a>	Life Insurance	660.00	660.00	48.00	312.23	347.77	52.6
<a href="#">100-2100-51218-000</a>	STD Insurance	2,253.00	2,253.00	148.27	977.76	1,275.24	56.6
<a href="#">100-2100-51230-000</a>	Social Security	27,716.00	27,716.00	2,905.51	13,187.03	14,528.97	52.4
<a href="#">100-2100-51231-000</a>	Medicare	9,609.00	9,609.00	1,071.01	4,632.42	4,976.58	51.7
<a href="#">100-2100-51250-000</a>	PSPRS	44,977.00	44,977.00	5,559.07	23,163.36	21,813.64	48.5
<a href="#">100-2100-51251-000</a>	ASRS	51,319.00	51,319.00	5,673.80	25,489.47	25,829.53	50.5
<a href="#">100-2100-51270-000</a>	Workers Compensation	34,593.00	34,593.00	6,678.42	13,498.78	21,094.22	60.9
<a href="#">100-2100-51290-000</a>	PEHP	6,626.00	6,626.00	0.00	4,199.64	2,426.36	36.6
<a href="#">100-2100-52110-000</a>	Office Supplies	2,400.00	2,400.00	345.81	1,739.31	660.69	27.5
<a href="#">100-2100-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	460.94	1,539.06	76.9
<a href="#">100-2100-52139-000</a>	Operational Equipment	1,600.00	1,600.00	0.00	0.00	1,600.00	100.0
<a href="#">100-2100-52140-000</a>	Operational Supplies	750.00	750.00	0.00	40.38	709.62	94.6
<a href="#">100-2100-52148-000</a>	Small Tools & Instruments	750.00	750.00	0.00	0.00	750.00	100.0
<a href="#">100-2100-52160-000</a>	Dues, Memberships & Subscripti	4,750.00	3,950.00	108.82	2,233.82	1,716.18	43.4
<a href="#">100-2100-52162-000</a>	FPS Certifications	0.00	800.00	0.00	575.00	225.00	28.1
<a href="#">100-2100-52170-000</a>	Travel & Per Diem	7,622.00	7,622.00	14.75	1,792.71	5,829.29	76.4
<a href="#">100-2100-52177-000</a>	Meals & Entertainment	1,200.00	1,200.00	241.42	628.08	571.92	47.6
<a href="#">100-2100-52180-000</a>	Training	6,500.00	6,500.00	969.00	4,579.98	1,920.02	29.5
<a href="#">100-2100-52193-000</a>	Public Education	9,500.00	9,500.00	0.00	2,693.89	6,806.11	71.6
<a href="#">100-2100-52196-000</a>	Employee Recognition	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-2100-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	0.00	652.01	347.99	34.8
<a href="#">100-2100-52227-000</a>	Contract Labor	11,500.00	11,500.00	0.00	0.00	11,500.00	100.0
<a href="#">100-2100-52310-000</a>	Cell Phones & Pagers	7,500.00	7,500.00	444.25	3,956.44	3,543.56	47.2
<a href="#">100-2100-52549-000</a>	Hydrant Maintenance	10,000.00	10,000.00	0.00	0.00	10,000.00	100.0
<a href="#">100-2100-52560-000</a>	Equipment Services	2,000.00	2,000.00	0.00	0.00	2,000.00	100.0
<a href="#">100-2100-52620-000</a>	Equipment Rental	4,000.00	4,000.00	313.20	1,927.35	2,072.65	51.8
<b>Department: 2100 - PREVENTION &amp; SAFETY Total:</b>		<b>1,037,020.00</b>	<b>1,037,020.00</b>	<b>111,669.13</b>	<b>499,792.31</b>	<b>537,227.69</b>	<b>51.8</b>

## Department: 2250 - HEALTH &amp; SAFETY

<a href="#">100-2250-51150-000</a>	Overtime	0.00	0.00	162.48	162.48	-162.48	0.0
<a href="#">100-2250-51216-000</a>	Life Insurance	0.00	0.00	0.07	0.42	-0.42	0.0
<a href="#">100-2250-51218-000</a>	STD Insurance	0.00	0.00	0.25	1.54	-1.54	0.0
<a href="#">100-2250-51231-000</a>	Medicare	0.00	0.00	2.36	2.36	-2.36	0.0
<a href="#">100-2250-51250-000</a>	PSPRS	0.00	0.00	34.90	34.90	-34.90	0.0
<a href="#">100-2250-52110-000</a>	Office Supplies	0.00	0.00	60.29	60.29	-60.29	0.0
<a href="#">100-2250-52120-000</a>	Printing & Duplicating	500.00	500.00	5.41	52.11	447.89	89.5
<a href="#">100-2250-52149-000</a>	Small Fitness Equip & Supplies	3,000.00	3,000.00	166.70	242.22	2,757.78	91.9
<a href="#">100-2250-52160-000</a>	Dues, Memberships & Subscripti	9,150.00	9,150.00	169.00	657.00	8,493.00	92.8
<a href="#">100-2250-52170-000</a>	Travel & Per Diem	12,100.00	12,100.00	0.00	0.00	12,100.00	100.0
<a href="#">100-2250-52180-000</a>	Training	4,100.00	4,100.00	750.00	3,293.00	807.00	19.6
<a href="#">100-2250-52196-000</a>	Employee Recognition	250.00	250.00	0.00	0.00	250.00	100.0
<a href="#">100-2250-52198-000</a>	Books & Periodicals	300.00	300.00	0.00	0.00	300.00	100.0
<a href="#">100-2250-52223-000</a>	Consultants-General	6,000.00	6,000.00	0.00	0.00	6,000.00	100.0
<a href="#">100-2250-52227-000</a>	Contract Labor	0.00	0.00	0.00	6,812.50	-6,812.50	0.0



## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-2250-52550-000</a>	Equipment Supplies	500.00	500.00	0.00	26.90	473.10	94.0
<a href="#">100-2250-52560-000</a>	Equipment Services	1,500.00	1,500.00	150.00	447.50	1,052.50	70.0
<a href="#">100-2250-54130-000</a>	Furniture & Equipment	13,000.00	13,000.00	0.00	12,215.75	784.25	6.0
<b>Department: 2250 - HEALTH &amp; SAFETY Total:</b>		<b>50,400.00</b>	<b>50,400.00</b>	<b>1,501.46</b>	<b>24,008.97</b>	<b>26,391.03</b>	<b>52.0</b>
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC</b>							
<a href="#">100-2300-51110-000</a>	Salaries	103,975.00	103,975.00	0.00	0.00	103,975.00	100.0
<a href="#">100-2300-51130-000</a>	Temporary Or Part-Time	28,454.00	28,454.00	3,501.48	15,482.53	12,971.47	45.0
<a href="#">100-2300-51150-000</a>	Overtime	0.00	0.00	0.00	15.00	-15.00	0.0
<a href="#">100-2300-51190-000</a>	PTO Paid Out	3,119.00	3,119.00	0.00	0.00	3,119.00	100.0
<a href="#">100-2300-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	5,291.50	5,291.50	50.0
<a href="#">100-2300-51212-000</a>	Dental Insurance	489.00	489.00	40.75	244.50	244.50	50.0
<a href="#">100-2300-51213-000</a>	Vision Insurance	96.00	96.00	8.00	48.00	48.00	50.0
<a href="#">100-2300-51216-000</a>	Life Insurance	60.00	60.00	0.00	0.00	60.00	100.0
<a href="#">100-2300-51218-000</a>	STD Insurance	678.00	678.00	0.00	0.00	678.00	100.0
<a href="#">100-2300-51230-000</a>	Social Security	8,404.00	8,404.00	217.09	960.85	7,443.15	88.0
<a href="#">100-2300-51231-000</a>	Medicare	1,966.00	1,966.00	50.76	224.72	1,741.28	88.0
<a href="#">100-2300-51251-000</a>	ASRS	12,294.00	12,294.00	0.00	0.00	12,294.00	100.0
<a href="#">100-2300-51270-000</a>	Workers Compensation	7,076.00	7,076.00	762.54	1,586.49	5,489.51	77.0
<a href="#">100-2300-51290-000</a>	PEHP	1,071.00	1,071.00	0.00	349.97	721.03	67.0
<a href="#">100-2300-52110-000</a>	Office Supplies	100.00	100.00	0.00	0.00	100.00	100.0
<a href="#">100-2300-52120-000</a>	Printing & Duplicating	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-2300-52140-000</a>	Operational Supplies	2,000.00	2,000.00	0.00	0.00	2,000.00	100.0
<a href="#">100-2300-52160-000</a>	Dues, Memberships & Subscripti	125.00	125.00	0.00	0.00	125.00	100.0
<a href="#">100-2300-52170-000</a>	Travel & Per Diem	200.00	200.00	0.00	0.00	200.00	100.0
<a href="#">100-2300-52180-000</a>	Training	5,000.00	5,000.00	0.00	0.00	5,000.00	100.0
<a href="#">100-2300-52198-000</a>	Books & Periodicals	100.00	100.00	0.00	0.00	100.00	100.0
<a href="#">100-2300-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	73.70	582.39	1,417.61	70.0
<b>Department: 2300 - BEHAVIORAL HLTH/COMM SVC Total:</b>		<b>188,790.00</b>	<b>188,790.00</b>	<b>5,536.24</b>	<b>24,785.95</b>	<b>164,004.05</b>	<b>86.0</b>
<b>FinancialRpt: 2 - Community Safety Total:</b>		<b>1,276,210.00</b>	<b>1,276,210.00</b>	<b>118,706.83</b>	<b>548,587.23</b>	<b>727,622.77</b>	<b>57.0</b>
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3100 - TRAINING</b>							
<a href="#">100-3100-51110-000</a>	Salaries	0.00	0.00	22,071.92	89,126.41	-89,126.41	0.0
<a href="#">100-3100-51120-000</a>	Hourly	271,533.00	271,533.00	13,089.84	55,514.41	216,018.59	79.0
<a href="#">100-3100-51140-000</a>	Holiday Pay	0.00	0.00	259.20	1,003.92	-1,003.92	0.0
<a href="#">100-3100-51150-000</a>	Overtime	27,149.00	27,149.00	7,306.26	32,182.12	-5,033.12	-18.0
<a href="#">100-3100-51150-015</a>	Overtime	0.00	0.00	4,214.58	4,214.58	-4,214.58	0.0
<a href="#">100-3100-51190-000</a>	PTO Paid Out	8,963.00	8,963.00	0.00	0.00	8,963.00	100.0
<a href="#">100-3100-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	21,166.00	21,166.00	50.0
<a href="#">100-3100-51212-000</a>	Dental Insurance	1,956.00	1,956.00	163.00	978.00	978.00	50.0
<a href="#">100-3100-51213-000</a>	Vision Insurance	384.00	384.00	32.00	192.00	192.00	50.0
<a href="#">100-3100-51215-000</a>	PSPRS-Cancer Insurance	150.00	150.00	0.00	150.00	0.00	0.0
<a href="#">100-3100-51216-000</a>	Life Insurance	240.00	240.00	19.66	128.23	111.77	46.0
<a href="#">100-3100-51216-015</a>	Life Insurance	0.00	0.00	2.79	2.79	-2.79	0.0
<a href="#">100-3100-51218-000</a>	STD Insurance	1,130.00	1,130.00	68.47	446.37	683.63	60.0
<a href="#">100-3100-51218-015</a>	STD Insurance	0.00	0.00	10.33	10.33	-10.33	0.0
<a href="#">100-3100-51230-000</a>	Social Security	3,148.00	3,148.00	332.62	1,417.72	1,730.28	54.0
<a href="#">100-3100-51231-000</a>	Medicare	4,461.00	4,461.00	600.98	2,467.03	1,993.97	44.0
<a href="#">100-3100-51231-015</a>	Medicare	0.00	0.00	58.84	58.84	-58.84	0.0
<a href="#">100-3100-51250-000</a>	PSPRS	53,575.00	53,575.00	7,903.85	32,500.10	21,074.90	39.0
<a href="#">100-3100-51250-015</a>	PSPRS	0.00	0.00	905.35	905.35	-905.35	0.0
<a href="#">100-3100-51251-000</a>	ASRS	5,828.00	5,828.00	639.78	2,758.10	3,069.90	52.0
<a href="#">100-3100-51270-000</a>	Workers Compensation	16,059.00	16,059.00	2,933.23	6,118.81	9,940.19	61.0
<a href="#">100-3100-51280-000</a>	Deferred Compensation	0.00	0.00	27.38	197.02	-197.02	0.0
<a href="#">100-3100-51290-000</a>	PEHP	3,076.00	3,076.00	0.00	1,749.85	1,326.15	43.0
<a href="#">100-3100-52110-000</a>	Office Supplies	3,860.00	3,860.00	59.88	743.26	3,116.74	80.0
<a href="#">100-3100-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	93.40	1,906.60	95.0
<a href="#">100-3100-52139-000</a>	Operational Equipment	6,250.00	6,250.00	0.00	3,308.41	2,941.59	47.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-3100-52139-015</a>	Operational Equipment	0.00	0.00	0.00	2,667.73	-2,667.73	0.0
<a href="#">100-3100-52140-000</a>	Operational Supplies	2,000.00	2,000.00	30.00	87.23	1,912.77	95.0
<a href="#">100-3100-52141-015</a>	Uniforms	29,065.00	29,065.00	0.00	0.00	29,065.00	100.0
<a href="#">100-3100-52142-000</a>	Propane Gas	5,268.00	5,268.00	0.00	0.00	5,268.00	100.0
<a href="#">100-3100-52145-015</a>	Consumable Rehab Goods	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3100-52146-015</a>	Protective Equipment	81,515.00	81,515.00	0.00	0.00	81,515.00	100.0
<a href="#">100-3100-52150-000</a>	Postage & Mailings	300.00	300.00	0.00	100.00	200.00	66.7
<a href="#">100-3100-52160-000</a>	Dues, Memberships & Subscripti	8,121.00	8,121.00	125.00	625.00	7,496.00	92.3
<a href="#">100-3100-52170-000</a>	Travel & Per Diem	10,920.00	10,920.00	-30.00	2,817.09	8,102.91	74.2
<a href="#">100-3100-52171-015</a>	Training Materials	2,500.00	2,500.00	0.00	3,208.40	-708.40	-28.3
<a href="#">100-3100-52173-015</a>	Recruit Issuance	3,330.00	3,330.00	0.00	0.00	3,330.00	100.0
<a href="#">100-3100-52175-015</a>	Family Night & Graduation	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-3100-52177-000</a>	Meals & Entertainment	2,350.00	2,350.00	0.00	0.00	2,350.00	100.0
<a href="#">100-3100-52177-015</a>	Meals & Entertainment	0.00	0.00	25.07	1,228.90	-1,228.90	0.0
<a href="#">100-3100-52180-000</a>	Training	4,900.00	4,900.00	0.00	344.00	4,556.00	92.9
<a href="#">100-3100-52186-000</a>	Training - Suppression	15,310.00	15,310.00	0.00	4,617.92	10,692.08	69.8
<a href="#">100-3100-52191-000</a>	Tuition Reimbursement	33,900.00	33,900.00	3,263.68	19,853.67	14,046.33	41.4
<a href="#">100-3100-52196-000</a>	Employee Recognition	100.00	100.00	0.00	0.00	100.00	100.0
<a href="#">100-3100-52198-000</a>	Books & Periodicals	4,500.00	4,500.00	0.00	0.00	4,500.00	100.0
<a href="#">100-3100-52310-000</a>	Cell Phones & Pagers	2,400.00	2,400.00	273.08	1,711.30	688.70	28.7
<a href="#">100-3100-52320-000</a>	Electric	36,400.00	36,400.00	2,577.33	20,556.14	15,843.86	43.5
<a href="#">100-3100-52340-000</a>	Refuse Removal	1,050.00	1,050.00	147.52	516.32	533.68	50.8
<a href="#">100-3100-52370-000</a>	Water & Sewer	13,100.00	13,100.00	1,413.39	7,497.75	5,602.25	42.7
<a href="#">100-3100-52540-000</a>	Building Services	875.00	875.00	0.00	330.00	545.00	62.3
<a href="#">100-3100-52544-000</a>	Preventive Maintenance	3,000.00	3,000.00	0.00	2,196.00	804.00	26.8
<a href="#">100-3100-52546-000</a>	Facility Use/Maintenance	3,000.00	3,000.00	0.00	2,508.00	492.00	16.4
<a href="#">100-3100-52565-000</a>	Mobile Burn Simulator	8,500.00	8,500.00	0.00	0.00	8,500.00	100.0
<a href="#">100-3100-52620-000</a>	Equipment Rental	10,800.00	10,800.00	713.48	5,081.04	5,718.96	52.9
<b>Department: 3100 - TRAINING Total:</b>		<b>737,298.00</b>	<b>737,298.00</b>	<b>72,766.18</b>	<b>333,379.54</b>	<b>403,918.46</b>	<b>54.7</b>
<b>Department: 3110 - BATTALION CHIEFS</b>							
<a href="#">100-3110-51110-000</a>	Salaries	0.00	0.00	2,791.68	2,791.68	-2,791.68	0.0
<a href="#">100-3110-51216-000</a>	Life Insurance	0.00	0.00	1.95	1.95	-1.95	0.0
<a href="#">100-3110-51218-000</a>	STD Insurance	0.00	0.00	7.31	7.31	-7.31	0.0
<a href="#">100-3110-51231-000</a>	Medicare	0.00	0.00	40.48	40.48	-40.48	0.0
<a href="#">100-3110-51250-000</a>	PSPRS	0.00	0.00	599.65	599.65	-599.65	0.0
<a href="#">100-3110-51270-000</a>	Workers Compensation	0.00	0.00	0.00	134,583.00	-134,583.00	0.0
<a href="#">100-3110-52110-000</a>	Office Supplies	500.00	0.00	0.00	141.17	-141.17	0.0
<a href="#">100-3110-52140-000</a>	Operational Supplies	400.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52160-000</a>	Dues, Memberships & Subscripti	250.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52170-000</a>	Travel & Per Diem	2,500.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52180-000</a>	Training	3,500.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52198-000</a>	Books & Periodicals	300.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52310-000</a>	Cell Phones & Pagers	5,300.00	0.00	0.00	0.00	0.00	0.0
<a href="#">100-3110-52320-000</a>	Electric	6,000.00	0.00	0.00	0.00	0.00	0.0
<b>Department: 3110 - BATTALION CHIEFS Total:</b>		<b>18,750.00</b>	<b>0.00</b>	<b>3,441.07</b>	<b>138,165.24</b>	<b>-138,165.24</b>	<b>0.0</b>
<b>Department: 3210 - TECHNICAL RESCUE TEAM</b>							
<a href="#">100-3210-52139-000</a>	Operational Equipment	3,500.00	3,500.00	0.00	0.00	3,500.00	100.0
<a href="#">100-3210-52140-000</a>	Operational Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-3210-52146-000</a>	Protective Equipment	5,200.00	5,200.00	0.00	0.00	5,200.00	100.0
<a href="#">100-3210-52148-000</a>	Small Tools & Instruments	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3210-52170-000</a>	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-3210-52180-000</a>	Training	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-3210-52560-000</a>	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.0
<b>Department: 3210 - TECHNICAL RESCUE TEAM Total:</b>		<b>13,200.00</b>	<b>13,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,200.00</b>	<b>100.0</b>
<b>Department: 3220 - HAZMAT</b>							
<a href="#">100-3220-52139-000</a>	Operational Equipment	7,000.00	7,000.00	0.00	3,096.74	3,903.26	55.8
<a href="#">100-3220-52140-000</a>	Operational Supplies	2,000.00	2,000.00	0.00	283.61	1,716.39	85.8

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-3220-52146-000</a>	Protective Equipment	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-3220-52148-000</a>	Small Tools & Instruments	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3220-52170-000</a>	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-3220-52180-000</a>	Training	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-3220-52198-000</a>	Books & Periodicals	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3220-52560-000</a>	Equipment Services	500.00	500.00	0.00	0.00	500.00	100.0
<b>Department: 3220 - HAZMAT Total:</b>		<b>14,500.00</b>	<b>14,500.00</b>	<b>0.00</b>	<b>3,380.35</b>	<b>11,119.65</b>	<b>76.0</b>
<b>Department: 3300 - FIRE/RESCUE SERVICES</b>							
<a href="#">100-3300-51110-000</a>	Salaries	664,745.00	767,120.00	76,065.57	328,434.07	438,685.93	57.0
<a href="#">100-3300-51120-000</a>	Hourly	9,171,825.00	9,171,825.00	1,210,438.11	5,002,791.43	4,169,033.57	45.0
<a href="#">100-3300-51140-000</a>	Holiday Pay	285,187.00	285,187.00	31,076.62	149,721.28	135,465.72	47.0
<a href="#">100-3300-51150-000</a>	Overtime	1,297,900.00	1,297,900.00	114,837.20	666,178.60	631,721.40	48.0
<a href="#">100-3300-51190-000</a>	PTO Paid Out	370,420.00	373,491.00	0.00	1,789.26	371,701.74	99.0
<a href="#">100-3300-51211-000</a>	Medical Insurance	1,671,585.00	1,682,168.00	140,180.67	841,084.00	841,084.00	50.0
<a href="#">100-3300-51212-000</a>	Dental Insurance	77,236.00	77,725.00	6,477.08	38,862.50	38,862.50	50.0
<a href="#">100-3300-51213-000</a>	Vision Insurance	15,163.00	15,259.00	1,271.58	7,629.50	7,629.50	50.0
<a href="#">100-3300-51215-000</a>	PSPRS-Cancer Insurance	7,897.00	7,947.00	0.00	8,350.00	-403.00	-5.0
<a href="#">100-3300-51216-000</a>	Life Insurance	9,477.00	9,537.00	778.81	4,744.99	4,792.01	50.0
<a href="#">100-3300-51218-000</a>	STD Insurance	43,559.00	43,919.00	2,728.43	16,504.97	27,414.03	62.0
<a href="#">100-3300-51231-000</a>	Medicare	167,160.00	168,689.00	20,114.05	82,603.94	86,085.06	51.0
<a href="#">100-3300-51250-000</a>	PSPRS	2,404,660.00	2,426,650.00	288,118.06	1,208,784.33	1,217,865.67	50.0
<a href="#">100-3300-51270-000</a>	Workers Compensation	601,776.00	607,280.00	129,664.34	139,158.82	468,121.18	77.0
<a href="#">100-3300-51280-000</a>	Deferred Compensation	0.00	0.00	6,308.89	23,338.81	-23,338.81	0.0
<a href="#">100-3300-51290-000</a>	PEHP	115,282.00	116,336.00	0.00	59,844.87	56,491.13	48.0
<a href="#">100-3300-52110-000</a>	Office Supplies	0.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3300-52140-000</a>	Operational Supplies	0.00	400.00	0.00	126.77	273.23	68.0
<a href="#">100-3300-52160-000</a>	Dues, Memberships & Subscripti	0.00	250.00	0.00	0.00	250.00	100.0
<a href="#">100-3300-52170-000</a>	Travel & Per Diem	0.00	2,500.00	0.00	0.00	2,500.00	100.0
<a href="#">100-3300-52177-000</a>	Meals & Entertainment	0.00	0.00	0.00	118.76	-118.76	0.0
<a href="#">100-3300-52180-000</a>	Training	0.00	3,500.00	0.00	0.00	3,500.00	100.0
<a href="#">100-3300-52183-000</a>	Rover Mileage	500.00	500.00	0.00	57.13	442.87	88.0
<a href="#">100-3300-52198-000</a>	Books & Periodicals	0.00	300.00	0.00	0.00	300.00	100.0
<a href="#">100-3300-52240-000</a>	Health Services	0.00	0.00	0.00	2,877.07	-2,877.07	0.0
<a href="#">100-3300-52310-000</a>	Cell Phones & Pagers	7,500.00	12,800.00	1,477.69	10,088.05	2,711.95	21.0
<a href="#">100-3300-52320-000</a>	Electric	0.00	6,000.00	266.87	2,958.98	3,041.02	50.0
<a href="#">100-3300-52380-000</a>	Hydrant Fees	2,000.00	2,000.00	0.00	885.95	1,114.05	55.0
<a href="#">100-3300-52620-000</a>	Equipment Rental	1,200.00	1,200.00	110.35	553.22	646.78	53.0
<a href="#">100-3330-52320-000</a>	Electric	25,987.00	25,987.00	1,375.46	13,210.55	12,776.45	49.0
<a href="#">100-3330-52330-000</a>	Natural Gas	3,100.00	3,100.00	126.19	764.54	2,335.46	75.0
<a href="#">100-3330-52340-000</a>	Refuse Removal	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3330-52350-000</a>	Telephone	450.00	450.00	33.64	202.00	248.00	55.0
<a href="#">100-3330-52370-000</a>	Water & Sewer	3,300.00	3,300.00	367.96	2,352.97	947.03	28.0
<a href="#">100-3331-52320-000</a>	Electric	15,750.00	15,750.00	1,053.57	11,302.19	4,447.81	28.0
<a href="#">100-3331-52330-000</a>	Natural Gas	3,000.00	3,000.00	87.38	500.12	2,499.88	83.0
<a href="#">100-3331-52340-000</a>	Refuse Removal	850.00	850.00	145.90	584.83	265.17	31.0
<a href="#">100-3331-52350-000</a>	Telephone	450.00	450.00	33.64	202.00	248.00	55.0
<a href="#">100-3331-52370-000</a>	Water & Sewer	3,475.00	3,475.00	246.74	2,281.18	1,193.82	34.0
<a href="#">100-3332-52142-000</a>	Propane Gas	150.00	150.00	65.24	85.65	64.35	42.0
<a href="#">100-3332-52320-000</a>	Electric	18,900.00	18,900.00	1,224.13	12,240.53	6,659.47	35.0
<a href="#">100-3332-52340-000</a>	Refuse Removal	660.00	660.00	99.34	376.57	283.43	42.0
<a href="#">100-3332-52350-000</a>	Telephone	450.00	450.00	33.64	202.00	248.00	55.0
<a href="#">100-3332-52370-000</a>	Water & Sewer	2,500.00	2,500.00	166.81	2,045.13	454.87	18.0
<a href="#">100-3333-52320-000</a>	Electric	21,000.00	21,000.00	1,108.59	12,859.11	8,140.89	38.0
<a href="#">100-3333-52330-000</a>	Natural Gas	2,200.00	2,200.00	116.88	608.63	1,591.37	72.0
<a href="#">100-3333-52340-000</a>	Refuse Removal	850.00	850.00	116.90	466.53	383.47	45.0
<a href="#">100-3333-52350-000</a>	Telephone	450.00	450.00	33.64	202.00	248.00	55.0
<a href="#">100-3333-52370-000</a>	Water & Sewer	4,000.00	4,000.00	439.14	2,903.24	1,096.76	27.0
<a href="#">100-3334-52142-000</a>	Propane Gas	0.00	0.00	7.97	17.35	-17.35	0.0

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## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-3334-52320-000</a>	Electric	12,600.00	12,600.00	696.87	7,749.44	4,850.56	38.9
<a href="#">100-3334-52330-000</a>	Natural Gas	2,200.00	2,200.00	104.67	471.36	1,728.64	78.9
<a href="#">100-3334-52340-000</a>	Refuse Removal	660.00	660.00	67.81	251.79	408.21	61.8
<a href="#">100-3334-52350-000</a>	Telephone	450.00	450.00	16.14	96.90	353.10	78.4
<a href="#">100-3334-52370-000</a>	Water & Sewer	1,300.00	1,300.00	130.68	1,018.59	281.41	21.6
<a href="#">100-3335-52320-000</a>	Electric	7,875.00	7,875.00	582.23	5,819.80	2,055.20	26.7
<a href="#">100-3335-52330-000</a>	Natural Gas	1,300.00	1,300.00	64.39	249.21	1,050.79	80.8
<a href="#">100-3335-52340-000</a>	Refuse Removal	660.00	660.00	111.62	611.98	48.02	7.7
<a href="#">100-3335-52350-000</a>	Telephone	450.00	450.00	33.64	202.00	248.00	55.2
<a href="#">100-3335-52370-000</a>	Water & Sewer	750.00	750.00	71.99	613.12	136.88	18.7
<a href="#">100-3336-52142-000</a>	Propane Gas	150.00	150.00	47.38	68.25	81.75	54.9
<a href="#">100-3336-52320-000</a>	Electric	18,900.00	18,900.00	937.77	12,507.17	6,392.83	33.8
<a href="#">100-3336-52330-000</a>	Natural Gas	1,200.00	1,200.00	87.82	493.59	706.41	58.8
<a href="#">100-3336-52340-000</a>	Refuse Removal	660.00	660.00	110.58	416.29	243.71	36.9
<a href="#">100-3336-52350-000</a>	Telephone	450.00	450.00	35.50	213.16	236.84	52.6
<a href="#">100-3336-52370-000</a>	Water & Sewer	2,650.00	2,650.00	218.99	1,509.34	1,140.66	43.0
<a href="#">100-3337-52320-000</a>	Electric	14,175.00	14,175.00	713.91	6,360.93	7,814.07	55.7
<a href="#">100-3337-52330-000</a>	Natural Gas	1,350.00	1,350.00	81.62	475.49	874.51	64.7
<a href="#">100-3337-52340-000</a>	Refuse Removal	660.00	660.00	111.62	419.55	240.45	36.4
<a href="#">100-3337-52350-000</a>	Telephone	45.00	45.00	33.19	199.27	-154.27	-342.8
<a href="#">100-3337-52370-000</a>	Water & Sewer	1,650.00	1,650.00	167.98	1,065.96	584.04	35.4
<a href="#">100-3338-52320-000</a>	Electric	20,475.00	20,475.00	1,385.11	12,884.31	7,590.69	37.0
<a href="#">100-3338-52330-000</a>	Natural Gas	1,400.00	1,400.00	88.93	519.57	880.43	62.8
<a href="#">100-3338-52340-000</a>	Refuse Removal	660.00	660.00	135.62	503.54	156.46	23.7
<a href="#">100-3338-52350-000</a>	Telephone	450.00	450.00	35.50	219.82	230.18	51.7
<a href="#">100-3338-52370-000</a>	Water & Sewer	3,500.00	3,500.00	282.91	2,147.35	1,352.65	38.6
<a href="#">100-3339-52320-000</a>	Electric	13,125.00	13,125.00	878.36	7,914.58	5,210.42	39.7
<a href="#">100-3339-52330-000</a>	Natural Gas	1,500.00	1,500.00	76.68	374.15	1,125.85	75.0
<a href="#">100-3339-52340-000</a>	Refuse Removal	660.00	660.00	110.10	413.47	246.53	37.7
<a href="#">100-3339-52350-000</a>	Telephone	450.00	450.00	34.56	207.52	242.48	53.8
<a href="#">100-3339-52370-000</a>	Water & Sewer	2,750.00	2,750.00	256.82	1,785.08	964.92	35.0
<b>Department: 3300 - FIRE/RESCUE SERVICES Total:</b>		<b>17,138,199.00</b>	<b>17,304,110.00</b>	<b>2,044,508.07</b>	<b>8,728,677.00</b>	<b>8,575,433.00</b>	<b>49.9</b>
<b>Department: 3400 - EMS</b>							
<a href="#">100-3400-51110-000</a>	Salaries	0.00	0.00	21,677.91	91,873.05	-91,873.05	0.0
<a href="#">100-3400-51120-000</a>	Hourly	543,024.00	543,024.00	19,915.36	74,293.62	468,730.38	86.9
<a href="#">100-3400-51140-000</a>	Holiday Pay	13,410.00	13,410.00	1,229.64	4,208.25	9,201.75	68.6
<a href="#">100-3400-51150-000</a>	Overtime	65,374.00	65,374.00	4,781.25	28,887.73	36,486.27	55.8
<a href="#">100-3400-51190-000</a>	PTO Paid Out	18,654.00	18,654.00	0.00	0.00	18,654.00	100.0
<a href="#">100-3400-51211-000</a>	Medical Insurance	74,081.00	74,081.00	6,173.42	37,040.50	37,040.50	50.0
<a href="#">100-3400-51212-000</a>	Dental Insurance	3,423.00	3,423.00	285.25	1,711.50	1,711.50	50.0
<a href="#">100-3400-51213-000</a>	Vision Insurance	672.00	672.00	56.00	336.00	336.00	50.0
<a href="#">100-3400-51215-000</a>	PSPRS-Cancer Insurance	350.00	350.00	0.00	400.00	-50.00	-14.7
<a href="#">100-3400-51216-000</a>	Life Insurance	420.00	420.00	22.10	124.20	295.80	70.4
<a href="#">100-3400-51218-000</a>	STD Insurance	2,185.00	2,185.00	82.92	466.15	1,718.85	78.6
<a href="#">100-3400-51231-000</a>	Medicare	9,287.00	9,287.00	665.52	2,716.40	6,570.60	70.7
<a href="#">100-3400-51250-000</a>	PSPRS	133,564.00	133,564.00	9,839.58	41,795.38	91,768.62	68.7
<a href="#">100-3400-51270-000</a>	Workers Compensation	33,432.00	33,432.00	6,872.05	17,035.31	16,396.69	49.0
<a href="#">100-3400-51280-000</a>	Deferred Compensation	0.00	0.00	137.38	137.38	-137.38	0.0
<a href="#">100-3400-51290-000</a>	PEHP	6,405.00	6,405.00	0.00	2,799.76	3,605.24	56.2
<a href="#">100-3400-52110-000</a>	Office Supplies	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-3400-52139-000</a>	Operational Equipment	2,500.00	2,500.00	0.00	1,079.48	1,420.52	56.8
<a href="#">100-3400-52140-000</a>	Operational Supplies	2,000.00	2,000.00	637.04	1,029.77	970.23	48.9
<a href="#">100-3400-52160-000</a>	Dues, Memberships & Subscripti	1,563.00	1,563.00	0.00	0.00	1,563.00	100.0
<a href="#">100-3400-52170-000</a>	Travel & Per Diem	3,660.00	3,660.00	100.00	2,182.19	1,477.81	40.9
<a href="#">100-3400-52177-000</a>	Meals & Entertainment	0.00	0.00	0.00	110.00	-110.00	0.0
<a href="#">100-3400-52180-000</a>	Training	50,994.00	50,994.00	0.00	20,345.16	30,648.84	60.7
<a href="#">100-3400-52181-000</a>	Training-Paramedic School	0.00	0.00	0.00	36,085.25	-36,085.25	0.0
<a href="#">100-3400-52198-000</a>	Books & Periodicals	400.00	400.00	0.00	774.00	-374.00	-93.9

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">100-3400-52220-000</a>	Software	17,800.00	17,800.00	0.00	0.00	17,800.00	100.0
<a href="#">100-3400-52223-000</a>	Consultants-General	75,869.00	75,869.00	0.00	0.00	75,869.00	100.0
<a href="#">100-3400-52224-000</a>	Exposure Control Program	2,500.00	2,500.00	0.00	0.00	2,500.00	100.0
<a href="#">100-3400-52260-000</a>	Legal	0.00	0.00	0.00	3,202.33	-3,202.33	0.0
<a href="#">100-3400-52310-000</a>	Cell Phones & Pagers	5,280.00	5,280.00	293.83	2,264.83	3,015.17	57.2
<a href="#">100-3400-52320-000</a>	Electric	4,392.00	4,392.00	283.96	2,670.07	1,721.93	39.2
<a href="#">100-3400-52330-000</a>	Natural Gas	439.00	439.00	32.66	185.05	253.95	57.8
<a href="#">100-3400-52340-000</a>	Refuse Removal	293.00	293.00	67.81	251.77	41.23	14.0
<a href="#">100-3400-52350-000</a>	Telephone	146.00	146.00	16.13	96.85	49.15	33.6
<a href="#">100-3400-52370-000</a>	Water & Sewer	1,464.00	1,464.00	130.67	1,018.54	445.46	30.4
<a href="#">100-3400-52550-000</a>	Equipment Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-3400-52560-000</a>	Equipment Services	300.00	300.00	0.00	27,504.00	-27,204.00	-9,068.0
<a href="#">100-3400-52620-000</a>	Equipment Rental	2,700.00	2,700.00	254.52	1,729.76	970.24	35.9
<b>Department: 3400 - EMS Total:</b>		<b>1,078,081.00</b>	<b>1,078,081.00</b>	<b>73,555.00</b>	<b>404,354.28</b>	<b>673,726.72</b>	<b>62.4</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>19,000,028.00</b>	<b>19,147,189.00</b>	<b>2,194,270.32</b>	<b>9,607,956.41</b>	<b>9,539,232.59</b>	<b>49.8</b>

## FinancialRpt: 4 - Support Services

## Department: 4100 - INFORMATION TECHNOLOGY

<a href="#">100-4100-51110-000</a>	Salaries	167,296.00	167,296.00	8,102.88	35,069.35	132,226.65	79.0
<a href="#">100-4100-51120-000</a>	Hourly	97,292.00	97,292.00	11,573.47	54,496.27	42,795.73	43.9
<a href="#">100-4100-51150-000</a>	Overtime	3,324.00	3,324.00	53.46	789.38	2,534.62	76.2
<a href="#">100-4100-51190-000</a>	PTO Paid Out	8,037.00	8,037.00	0.00	143.65	7,893.35	98.2
<a href="#">100-4100-51211-000</a>	Medical Insurance	42,332.00	42,332.00	3,527.67	21,166.00	21,166.00	50.0
<a href="#">100-4100-51212-000</a>	Dental Insurance	1,956.00	1,956.00	163.00	978.00	978.00	50.0
<a href="#">100-4100-51213-000</a>	Vision Insurance	384.00	384.00	32.00	192.00	192.00	50.0
<a href="#">100-4100-51216-000</a>	Life Insurance	240.00	240.00	14.40	86.40	153.60	64.0
<a href="#">100-4100-51218-000</a>	STD Insurance	1,380.00	1,380.00	44.57	286.52	1,093.48	79.2
<a href="#">100-4100-51230-000</a>	Social Security	17,109.00	17,109.00	1,168.58	5,316.38	11,792.62	68.9
<a href="#">100-4100-51231-000</a>	Medicare	4,001.00	4,001.00	273.30	1,243.31	2,757.69	68.9
<a href="#">100-4100-51251-000</a>	ASRS	31,679.00	31,679.00	2,264.96	10,372.67	21,306.33	67.2
<a href="#">100-4100-51270-000</a>	Workers Compensation	14,405.00	14,405.00	1,913.70	4,141.42	10,263.58	71.2
<a href="#">100-4100-51290-000</a>	PEHP	2,759.00	2,759.00	0.00	1,049.91	1,709.09	61.9
<a href="#">100-4100-52110-000</a>	Office Supplies	400.00	400.00	0.00	0.00	400.00	100.0
<a href="#">100-4100-52130-000</a>	Computer Supplies	105,000.00	105,000.00	3,238.07	47,079.11	57,920.89	55.2
<a href="#">100-4100-52139-000</a>	Operational Equipment	0.00	0.00	0.00	43.24	-43.24	0.0
<a href="#">100-4100-52140-000</a>	Operational Supplies	50,000.00	50,000.00	0.00	1,204.88	48,795.12	97.6
<a href="#">100-4100-52160-000</a>	Dues, Memberships & Subscripti	32,000.00	32,000.00	0.00	35,329.00	-3,329.00	-10.4
<a href="#">100-4100-52170-000</a>	Travel & Per Diem	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-4100-52180-000</a>	Training	20,000.00	20,000.00	0.00	831.25	19,168.75	95.8
<a href="#">100-4100-52198-000</a>	Books & Periodicals	1,500.00	1,500.00	0.00	0.00	1,500.00	100.0
<a href="#">100-4100-52220-000</a>	Software	195,444.00	195,444.00	1,360.10	203,018.84	-7,574.84	-3.8
<a href="#">100-4100-52223-000</a>	Consultants-General	12,000.00	12,000.00	0.00	0.00	12,000.00	100.0
<a href="#">100-4100-52310-000</a>	Cell Phones & Pagers	6,250.00	6,250.00	146.45	1,859.70	4,390.30	70.2
<a href="#">100-4100-52320-000</a>	Electric	2,500.00	2,500.00	0.00	0.00	2,500.00	100.0
<a href="#">100-4100-52330-000</a>	Natural Gas	340.00	340.00	0.00	17.76	322.24	94.8
<a href="#">100-4100-52350-000</a>	Telephone	27,000.00	27,000.00	2,318.50	14,007.84	12,992.16	48.1
<a href="#">100-4100-52370-000</a>	Water & Sewer	300.00	300.00	0.00	0.00	300.00	100.0
<a href="#">100-4100-52381-000</a>	Radio Parts	2,000.00	2,000.00	13.28	838.95	1,161.05	58.0
<a href="#">100-4100-52382-000</a>	Radio Maintenance	15,000.00	15,000.00	5,992.84	34,701.59	-19,701.59	-131.3
<a href="#">100-4100-52385-000</a>	Transmitter Fees	12,000.00	12,000.00	2,008.44	14,050.54	-2,050.54	-17.0
<a href="#">100-4100-52560-000</a>	Equipment Services	20,000.00	20,000.00	0.00	874.00	19,126.00	95.6
<b>Department: 4100 - INFORMATION TECHNOLOGY Total:</b>		<b>895,428.00</b>	<b>895,428.00</b>	<b>44,209.67</b>	<b>489,187.96</b>	<b>406,240.04</b>	<b>45.3</b>

## Department: 4150 - COMMUNICATIONS

<a href="#">100-4150-51110-000</a>	Salaries	62,100.00	62,100.00	16,972.80	71,932.34	-9,832.34	-15.8
<a href="#">100-4150-51120-000</a>	Hourly	75,547.00	75,547.00	0.00	0.00	75,547.00	100.0
<a href="#">100-4150-51140-000</a>	Holiday Pay	1,794.00	1,794.00	0.00	0.00	1,794.00	100.0
<a href="#">100-4150-51150-000</a>	Overtime	8,747.00	8,747.00	0.00	0.00	8,747.00	100.0
<a href="#">100-4150-51190-000</a>	PTO Paid Out	4,446.00	4,446.00	0.00	0.00	4,446.00	100.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)



## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-4150-51211-000</a>	Medical Insurance	21,166.00	21,166.00	1,763.83	10,583.00	10,583.00	50.00
<a href="#">100-4150-51212-000</a>	Dental Insurance	978.00	978.00	81.50	489.00	489.00	50.00
<a href="#">100-4150-51213-000</a>	Vision Insurance	192.00	192.00	16.00	96.00	96.00	50.00
<a href="#">100-4150-51215-000</a>	PSPRS-Cancer Insurance	50.00	50.00	0.00	50.00	0.00	0.00
<a href="#">100-4150-51216-000</a>	Life Insurance	120.00	120.00	9.54	54.06	65.94	54.94
<a href="#">100-4150-51218-000</a>	STD Insurance	622.00	622.00	33.78	190.83	431.17	69.33
<a href="#">100-4150-51230-000</a>	Social Security	3,966.00	3,966.00	410.28	1,706.25	2,259.75	56.94
<a href="#">100-4150-51231-000</a>	Medicare	2,213.00	2,213.00	237.40	997.17	1,215.83	54.94
<a href="#">100-4150-51250-000</a>	PSPRS	18,493.00	18,493.00	2,135.13	9,048.89	9,444.11	51.00
<a href="#">100-4150-51251-000</a>	ASRS	7,343.00	7,343.00	807.36	3,421.67	3,921.33	53.44
<a href="#">100-4150-51270-000</a>	Workers Compensation	7,967.00	7,967.00	1,573.96	2,224.81	5,742.19	72.00
<a href="#">100-4150-51290-000</a>	PEHP	1,526.00	1,526.00	0.00	699.94	826.06	54.94
<a href="#">100-4150-52140-000</a>	Operational Supplies	500.00	500.00	0.00	0.00	500.00	100.00
<a href="#">100-4150-52160-000</a>	Dues, Memberships & Subscripti	71,000.00	71,000.00	0.00	419.68	70,580.32	99.44
<a href="#">100-4150-52170-000</a>	Travel & Per Diem	2,500.00	2,500.00	40.99	3,495.23	-995.23	-39.83
<a href="#">100-4150-52177-000</a>	Meals & Entertainment	250.00	250.00	0.00	234.37	15.63	6.25
<a href="#">100-4150-52180-000</a>	Training	2,000.00	2,000.00	0.00	525.00	1,475.00	73.75
<a href="#">100-4150-52198-000</a>	Books & Periodicals	150.00	150.00	0.00	0.00	150.00	100.00
<a href="#">100-4150-52310-000</a>	Cell Phones & Pagers	925.00	925.00	135.97	934.87	-9.87	-1.00
<a href="#">100-4150-52382-000</a>	Radio Maintenance	38,500.00	38,500.00	0.00	0.00	38,500.00	100.00
<a href="#">100-4150-52390-000</a>	Dispatch Services	732,763.00	732,763.00	82,640.42	495,842.52	236,920.48	32.33
<b>Department: 4150 - COMMUNICATIONS Total:</b>		<b>1,065,858.00</b>	<b>1,065,858.00</b>	<b>106,858.96</b>	<b>602,945.63</b>	<b>462,912.37</b>	<b>43.44</b>

## Department: 4200 - FLEET SERVICES

<a href="#">100-4200-51110-000</a>	Salaries	75,825.00	75,825.00	9,216.36	40,157.57	35,667.43	47.00
<a href="#">100-4200-51120-000</a>	Hourly	290,056.00	290,056.00	35,676.83	150,147.64	139,908.36	48.25
<a href="#">100-4200-51130-000</a>	Temporary Or Part-Time	12,522.00	12,522.00	0.00	503.10	12,018.90	95.94
<a href="#">100-4200-51150-000</a>	Overtime	5,801.00	5,801.00	452.99	4,174.07	1,626.93	28.00
<a href="#">100-4200-51190-000</a>	PTO Paid Out	11,150.00	11,150.00	0.00	0.00	11,150.00	100.00
<a href="#">100-4200-51211-000</a>	Medical Insurance	63,498.00	63,498.00	5,291.50	31,749.00	31,749.00	50.00
<a href="#">100-4200-51212-000</a>	Dental Insurance	2,934.00	2,934.00	244.50	1,467.00	1,467.00	50.00
<a href="#">100-4200-51213-000</a>	Vision Insurance	576.00	576.00	48.00	288.00	288.00	50.00
<a href="#">100-4200-51216-000</a>	Life Insurance	360.00	360.00	28.80	172.80	187.20	52.00
<a href="#">100-4200-51218-000</a>	STD Insurance	1,977.00	1,977.00	98.95	592.11	1,384.89	70.00
<a href="#">100-4200-51230-000</a>	Social Security	24,512.00	24,512.00	2,702.45	11,530.22	12,981.78	52.94
<a href="#">100-4200-51231-000</a>	Medicare	5,733.00	5,733.00	632.05	2,696.65	3,036.35	52.94
<a href="#">100-4200-51251-000</a>	ASRS	43,949.00	43,949.00	5,205.73	22,373.93	21,575.07	49.00
<a href="#">100-4200-51270-000</a>	Workers Compensation	20,637.00	20,637.00	4,184.63	8,445.15	12,191.85	59.00
<a href="#">100-4200-51290-000</a>	PEHP	3,828.00	3,828.00	0.00	2,449.79	1,378.21	36.00
<a href="#">100-4200-52115-000</a>	Fees	500.00	500.00	0.00	25.00	475.00	95.00
<a href="#">100-4200-52148-000</a>	Small Tools & Instruments	6,500.00	6,500.00	0.00	1,907.57	4,592.43	70.00
<a href="#">100-4200-52160-000</a>	Dues, Memberships & Subscripti	1,500.00	1,500.00	0.00	253.40	1,246.60	83.11
<a href="#">100-4200-52170-000</a>	Travel & Per Diem	6,500.00	6,500.00	387.20	6,144.40	355.60	5.44
<a href="#">100-4200-52180-000</a>	Training	5,000.00	5,000.00	0.00	1,179.00	3,821.00	76.42
<a href="#">100-4200-52198-000</a>	Books & Periodicals	1,000.00	1,000.00	0.00	33.92	966.08	96.61
<a href="#">100-4200-52310-000</a>	Cell Phones & Pagers	3,200.00	3,200.00	197.29	1,241.69	1,958.31	61.19
<a href="#">100-4200-52320-000</a>	Electric	19,000.00	19,000.00	995.13	9,841.85	9,158.15	48.21
<a href="#">100-4200-52330-000</a>	Natural Gas	1,500.00	1,500.00	72.64	395.00	1,105.00	73.67
<a href="#">100-4200-52340-000</a>	Refuse Removal	1,200.00	1,200.00	174.82	611.87	588.13	49.00
<a href="#">100-4200-52350-000</a>	Telephone	1,000.00	1,000.00	69.12	415.04	584.96	58.49
<a href="#">100-4200-52360-000</a>	Television	450.00	450.00	46.81	280.86	169.14	37.56
<a href="#">100-4200-52370-000</a>	Water & Sewer	3,000.00	3,000.00	188.92	1,613.01	1,386.99	46.23
<a href="#">100-4200-52511-000</a>	Fuel	131,760.00	131,760.00	11,737.90	77,725.93	54,034.07	41.00
<a href="#">100-4200-52512-000</a>	Oil, Lubricants, Etc.	12,000.00	12,000.00	0.00	3,643.92	8,356.08	69.63
<a href="#">100-4200-52513-000</a>	Vehicle Parts	125,000.00	125,000.00	13,319.14	68,174.87	56,825.13	45.44
<a href="#">100-4200-52514-000</a>	Tires & Repairs	65,000.00	65,000.00	4,194.62	26,507.34	38,492.66	59.23
<a href="#">100-4200-52515-000</a>	Batteries	16,500.00	16,500.00	1,798.88	12,235.58	4,264.42	25.83
<a href="#">100-4200-52519-000</a>	Shop Supplies	18,000.00	18,000.00	810.02	9,510.78	8,489.22	47.17
<a href="#">100-4200-52520-000</a>	Vehicle Services	120,000.00	120,000.00	2,688.65	63,487.68	56,512.32	47.09

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)



## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-4200-52521-000</a>	Ground Ladder Testing	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00
<a href="#">100-4200-52522-000</a>	Aerial Ladder Testing	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00
<a href="#">100-4200-52540-000</a>	Building Services	0.00	0.00	0.00	150.00	-150.00	0.00
<a href="#">100-4200-52560-000</a>	Equipment Services	10,000.00	10,000.00	133.00	3,022.90	6,977.10	69.77
<a href="#">100-4200-52622-000</a>	Vehicle Lease	0.00	0.00	6,935.54	40,350.43	-40,350.43	0.00
<b>Department: 4200 - FLEET SERVICES Total:</b>		<b>1,117,968.00</b>	<b>1,117,968.00</b>	<b>107,532.47</b>	<b>605,499.07</b>	<b>512,468.93</b>	<b>45.81</b>
<b>Department: 4230 - FACILITY MAINTENANCE</b>							
<a href="#">100-4230-51120-000</a>	Hourly	47,154.00	47,154.00	7,018.65	29,945.32	17,208.68	36.49
<a href="#">100-4230-51150-000</a>	Overtime	943.00	943.00	305.06	1,439.97	-496.97	-52.71
<a href="#">100-4230-51190-000</a>	PTO Paid Out	1,443.00	1,443.00	0.00	0.00	1,443.00	100.00
<a href="#">100-4230-51211-000</a>	Medical Insurance	10,583.00	10,583.00	881.92	5,291.50	5,291.50	50.00
<a href="#">100-4230-51212-000</a>	Dental Insurance	489.00	489.00	40.75	244.50	244.50	50.00
<a href="#">100-4230-51213-000</a>	Vision Insurance	96.00	96.00	8.00	48.00	48.00	50.00
<a href="#">100-4230-51216-000</a>	Life Insurance	60.00	60.00	4.80	28.80	31.20	52.00
<a href="#">100-4230-51218-000</a>	STD Insurance	248.00	248.00	16.94	100.51	147.49	59.48
<a href="#">100-4230-51230-000</a>	Social Security	3,072.00	3,072.00	432.90	1,816.16	1,255.84	40.88
<a href="#">100-4230-51231-000</a>	Medicare	718.00	718.00	101.24	424.74	293.26	40.88
<a href="#">100-4230-51251-000</a>	ASRS	5,687.00	5,687.00	693.56	2,972.19	2,714.81	47.73
<a href="#">100-4230-51270-000</a>	Workers Compensation	2,586.00	2,586.00	671.85	1,339.18	1,246.82	48.21
<a href="#">100-4230-51290-000</a>	PEHP	495.00	495.00	0.00	349.97	145.03	29.29
<a href="#">100-4230-52139-000</a>	Operational Equipment	0.00	0.00	3,961.82	4,159.16	-4,159.16	0.00
<a href="#">100-4230-52148-000</a>	Small Tools & Instruments	2,500.00	2,500.00	105.04	138.71	2,361.29	94.45
<a href="#">100-4230-52223-000</a>	Consultants-General	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00
<a href="#">100-4230-52310-000</a>	Cell Phones & Pagers	800.00	800.00	55.26	436.94	363.06	45.38
<a href="#">100-4230-52320-000</a>	Electric	2,400.00	2,400.00	0.00	0.00	2,400.00	100.00
<a href="#">100-4230-52330-000</a>	Natural Gas	125.00	125.00	0.00	5.92	119.08	95.26
<a href="#">100-4230-52350-000</a>	Telephone	40.00	40.00	0.00	0.00	40.00	100.00
<a href="#">100-4230-52370-000</a>	Water & Sewer	100.00	100.00	0.00	0.00	100.00	100.00
<a href="#">100-4230-52530-000</a>	Building Supplies	25,000.00	25,000.00	961.27	5,338.53	19,661.47	78.65
<a href="#">100-4230-52540-000</a>	Building Services	135,000.00	135,000.00	8,542.24	101,364.92	33,635.08	24.91
<a href="#">100-4230-52541-000</a>	Pest Control	8,000.00	8,000.00	480.00	4,410.00	3,590.00	44.88
<a href="#">100-4230-52542-000</a>	Janitorial Services	15,000.00	15,000.00	1,824.10	13,283.90	1,716.10	11.44
<a href="#">100-4230-52543-000</a>	Emergency Bldg. Maint.	45,000.00	45,000.00	0.00	11,805.72	33,194.28	73.76
<a href="#">100-4230-52544-000</a>	Preventive Maintenance	109,800.00	109,800.00	12,915.35	78,506.47	31,293.53	28.87
<a href="#">100-4230-52545-000</a>	Furnishings & Appliances	20,000.00	20,000.00	1,191.62	11,508.93	8,491.07	42.46
<a href="#">100-4230-52560-000</a>	Equipment Services	6,000.00	6,000.00	25.14	180.15	5,819.85	97.00
<a href="#">100-4230-52563-000</a>	Fire Sprinkler Insp/Maint	0.00	0.00	0.00	2,984.54	-2,984.54	0.00
<a href="#">100-4230-52620-000</a>	Equipment Rental	30,000.00	30,000.00	176.28	958.69	29,041.31	96.80
<b>Department: 4230 - FACILITY MAINTENANCE Total:</b>		<b>493,339.00</b>	<b>493,339.00</b>	<b>40,413.79</b>	<b>279,083.42</b>	<b>214,255.58</b>	<b>43.43</b>
<b>Department: 4260 - WAREHOUSE</b>							
<a href="#">100-4260-51120-000</a>	Hourly	97,698.00	97,698.00	11,522.85	47,862.74	49,835.26	51.00
<a href="#">100-4260-51130-000</a>	Temporary Or Part-Time	39,083.00	39,083.00	4,213.26	18,158.68	20,924.32	53.54
<a href="#">100-4260-51150-000</a>	Overtime	1,954.00	1,954.00	26.88	115.05	1,838.95	94.16
<a href="#">100-4260-51190-000</a>	PTO Paid Out	2,990.00	2,990.00	0.00	0.00	2,990.00	100.00
<a href="#">100-4260-51211-000</a>	Medical Insurance	21,166.00	21,166.00	1,763.83	10,583.00	10,583.00	50.00
<a href="#">100-4260-51212-000</a>	Dental Insurance	978.00	978.00	81.50	489.00	489.00	50.00
<a href="#">100-4260-51213-000</a>	Vision Insurance	192.00	192.00	16.00	96.00	96.00	50.00
<a href="#">100-4260-51216-000</a>	Life Insurance	120.00	120.00	9.60	57.60	62.40	52.00
<a href="#">100-4260-51218-000</a>	STD Insurance	513.00	513.00	26.36	154.41	358.59	69.88
<a href="#">100-4260-51230-000</a>	Social Security	8,787.00	8,787.00	946.66	3,933.36	4,853.64	55.24
<a href="#">100-4260-51231-000</a>	Medicare	2,055.00	2,055.00	221.41	919.94	1,135.06	55.47
<a href="#">100-4260-51251-000</a>	ASRS	11,783.00	11,783.00	1,809.63	7,592.44	4,190.56	35.61
<a href="#">100-4260-51270-000</a>	Workers Compensation	7,398.00	7,398.00	1,435.49	2,889.39	4,508.61	60.95
<a href="#">100-4260-51290-000</a>	PEHP	1,026.00	1,026.00	0.00	1,749.85	-723.85	-70.55
<a href="#">100-4260-52110-000</a>	Office Supplies	5,563.00	5,563.00	587.83	2,883.26	2,679.74	48.17
<a href="#">100-4260-52120-000</a>	Printing & Duplicating	2,000.00	2,000.00	0.00	1,000.01	999.99	50.00
<a href="#">100-4260-52139-000</a>	Operational Equipment	51,000.00	51,000.00	3,142.40	14,732.21	36,267.79	71.11
<a href="#">100-4260-52140-000</a>	Operational Supplies	64,416.00	64,416.00	2,700.89	382.47	64,033.53	99.40

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">100-4260-52141-000</a>	Uniforms	82,570.00	82,570.00	972.91	50,446.44	32,123.56	38.9
<a href="#">100-4260-52143-000</a>	Station Supplies	15,000.00	15,000.00	51.14	4,331.11	10,668.89	71.1
<a href="#">100-4260-52144-000</a>	Medical Supplies	65,880.00	65,880.00	12,582.36	105,350.08	-39,470.08	-59.9
<a href="#">100-4260-52145-000</a>	Consumable Rehab Goods	3,000.00	3,000.00	0.00	1,685.87	1,314.13	43.8
<a href="#">100-4260-52146-000</a>	Protective Equipment	95,160.00	95,160.00	5,655.01	10,907.11	84,252.89	88.9
<a href="#">100-4260-52160-000</a>	Dues, Memberships & Subscripti	500.00	500.00	0.00	0.00	500.00	100.0
<a href="#">100-4260-52170-000</a>	Travel & Per Diem	2,500.00	2,500.00	0.00	0.00	2,500.00	100.0
<a href="#">100-4260-52180-000</a>	Training	3,000.00	3,000.00	300.00	579.00	2,421.00	80.7
<a href="#">100-4260-52196-000</a>	Employee Recognition	0.00	0.00	1,425.36	2,152.49	-2,152.49	0.0
<a href="#">100-4260-52310-000</a>	Cell Phones & Pagers	2,000.00	2,000.00	211.76	1,351.54	648.46	32.4
<a href="#">100-4260-52320-000</a>	Electric	3,500.00	3,500.00	730.86	6,558.26	-3,058.26	-87.3
<a href="#">100-4260-52325-000</a>	Environmental Disposal	1,000.00	1,000.00	95.00	460.00	540.00	54.0
<a href="#">100-4260-52330-000</a>	Natural Gas	1,000.00	1,000.00	101.82	473.74	526.26	52.6
<a href="#">100-4260-52340-000</a>	Refuse Removal	1,200.00	1,200.00	270.54	851.17	348.83	29.0
<a href="#">100-4260-52350-000</a>	Telephone	250.00	250.00	66.83	369.51	-119.51	-47.8
<a href="#">100-4260-52370-000</a>	Water & Sewer	2,100.00	2,100.00	336.89	2,065.42	34.58	1.6
<a href="#">100-4260-52515-000</a>	Batteries	6,000.00	6,000.00	215.78	964.51	5,035.49	83.9
<a href="#">100-4260-52535-000</a>	Janitorial Supplies	18,300.00	18,300.00	3,860.92	16,539.00	1,761.00	9.6
<a href="#">100-4260-52544-000</a>	Preventive Maintenance	16,000.00	16,000.00	0.00	13,560.80	2,439.20	15.2
<a href="#">100-4260-52550-000</a>	Equipment Supplies	0.00	0.00	999.00	5,343.63	-5,343.63	0.0
<a href="#">100-4260-52551-000</a>	SCBA Supplies	10,000.00	10,000.00	0.00	2,252.86	7,747.14	77.4
<a href="#">100-4260-52552-000</a>	SCBA Services	12,000.00	12,000.00	297.60	1,403.11	10,596.89	88.3
<a href="#">100-4260-52560-000</a>	Equipment Services	35,000.00	35,000.00	666.19	24,973.61	10,026.39	28.6
<a href="#">100-4260-52562-000</a>	Fire Extinguisher Insp/Maint	1,000.00	1,000.00	0.00	0.00	1,000.00	100.0
<a href="#">100-4260-52620-000</a>	Equipment Rental	366.00	366.00	0.00	0.00	366.00	100.0
<a href="#">100-4260-54130-000</a>	Furniture & Equipment	0.00	0.00	0.00	8,902.07	-8,902.07	0.0
<b>Department: 4260 - WAREHOUSE Total:</b>		<b>696,048.00</b>	<b>696,048.00</b>	<b>57,344.56</b>	<b>375,120.74</b>	<b>320,927.26</b>	<b>46.9</b>
<b>FinancialRpt: 4 - Support Services Total:</b>		<b>4,268,641.00</b>	<b>4,268,641.00</b>	<b>356,359.45</b>	<b>2,351,836.82</b>	<b>1,916,804.18</b>	<b>44.9</b>

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">100-9000-58000-000</a>	Interfund Transfers	1,895,000.00	1,895,000.00	0.00	1,895,000.00	0.00	0.0
<a href="#">100-9000-59000-000</a>	Contingency	5,000,000.00	5,000,000.00	0.00	0.00	5,000,000.00	100.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>6,895,000.00</b>	<b>6,895,000.00</b>	<b>0.00</b>	<b>1,895,000.00</b>	<b>5,000,000.00</b>	<b>72.9</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>6,895,000.00</b>	<b>6,895,000.00</b>	<b>0.00</b>	<b>1,895,000.00</b>	<b>5,000,000.00</b>	<b>72.9</b>
<b>Expense Total:</b>		<b>34,976,783.00</b>	<b>34,976,783.00</b>	<b>3,032,947.29</b>	<b>16,152,693.20</b>	<b>18,824,089.80</b>	<b>53.8</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-1,941,505.33</b>	<b>5,837,803.52</b>	<b>5,837,803.52</b>	<b>0.0</b>

## Fund: 110 - MEDICAL SELF INSURANCE

## Revenue

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">110-9000-40000-000</a>	Beginning Fund Balance	2,000,000.00	2,000,000.00	0.00	2,057,410.80	57,410.80	102.8
<a href="#">110-9000-42400-000</a>	Medical Self Ins Billings	3,000,000.00	3,000,000.00	212,438.02	1,274,628.00	-1,725,372.00	57.5
<a href="#">110-9000-42401-000</a>	Dental Self Ins Billings	0.00	0.00	9,678.00	58,068.00	58,068.00	0.0
<a href="#">110-9000-42402-000</a>	Vision Self Ins Billings	0.00	0.00	1,900.00	9,492.00	9,492.00	0.0
<a href="#">110-9000-42410-000</a>	Employee Medical Withholdings	0.00	0.00	29,402.47	201,492.39	201,492.39	0.0
<a href="#">110-9000-42411-000</a>	Employee Dental Withholdings	0.00	0.00	11,987.24	67,147.69	67,147.69	0.0
<a href="#">110-9000-42412-000</a>	Employee Vision Withholdings	0.00	0.00	2,434.80	15,098.87	15,098.87	0.0
<a href="#">110-9000-42413-000</a>	Employee FSA Withholdings	0.00	0.00	2,465.32	14,916.92	14,916.92	0.0
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>270,305.85</b>	<b>3,698,254.67</b>	<b>-1,301,745.33</b>	<b>26.0</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>270,305.85</b>	<b>3,698,254.67</b>	<b>-1,301,745.33</b>	<b>26.0</b>
<b>Revenue Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>270,305.85</b>	<b>3,698,254.67</b>	<b>-1,301,745.33</b>	<b>26.0</b>

## Expense

## FinancialRpt: 9 - Undesignated

## Department: 9000 - NON-DEPARTMENTAL

<a href="#">110-9000-52700-000</a>	Medical Claims	3,000,000.00	3,000,000.00	138,609.32	816,756.47	2,183,243.53	72.9
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## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
<a href="#">110-9000-52701-000</a>	Dental Claims	0.00	0.00	467.26	108,789.93	-108,789.93	0.00
<a href="#">110-9000-52702-000</a>	Vision Claims	0.00	0.00	3,733.20	22,460.95	-22,460.95	0.00
<a href="#">110-9000-52703-000</a>	FSA Claims	0.00	0.00	7,194.72	18,813.52	-18,813.52	0.00
<a href="#">110-9000-52710-000</a>	Administrative Fees	0.00	0.00	10,542.00	259,652.97	-259,652.97	0.00
<a href="#">110-9000-52715-000</a>	Fees	0.00	0.00	940.00	16,435.00	-16,435.00	0.00
<a href="#">110-9000-59100-000</a>	Ending Fund Balance	2,000,000.00	2,000,000.00	0.00	0.00	2,000,000.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>161,486.50</b>	<b>1,242,908.84</b>	<b>3,757,091.16</b>	<b>75.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>161,486.50</b>	<b>1,242,908.84</b>	<b>3,757,091.16</b>	<b>75.00</b>
<b>Expense Total:</b>		<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>161,486.50</b>	<b>1,242,908.84</b>	<b>3,757,091.16</b>	<b>75.00</b>
<b>Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>108,819.35</b>	<b>2,455,345.83</b>	<b>2,455,345.83</b>	<b>0.00</b>
<b>Fund: 200 - WILDLAND FUND</b>							
<b>Revenue</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3500 - OUT OF DISTRICT WILDLAND</b>							
<a href="#">200-3500-42300-000</a>	State Land Fires	236,744.00	236,744.00	0.00	245,094.46	8,350.46	103.00
<b>Department: 3500 - OUT OF DISTRICT WILDLAND Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>0.00</b>	<b>245,094.46</b>	<b>8,350.46</b>	<b>3.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>0.00</b>	<b>245,094.46</b>	<b>8,350.46</b>	<b>3.00</b>
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">200-9000-40000-000</a>	Beginning Fund Balance	0.00	0.00	0.00	335,946.54	335,946.54	0.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>335,946.54</b>	<b>335,946.54</b>	<b>0.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>335,946.54</b>	<b>335,946.54</b>	<b>0.00</b>
<b>Revenue Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>0.00</b>	<b>581,041.00</b>	<b>344,297.00</b>	<b>145.00</b>
<b>Expense</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3500 - OUT OF DISTRICT WILDLAND</b>							
<a href="#">200-3500-51120-000</a>	Hourly	72,501.00	72,501.00	0.00	196.74	72,304.26	99.00
<a href="#">200-3500-51140-000</a>	Holiday Pay	0.00	0.00	0.00	-301.77	301.77	0.00
<a href="#">200-3500-51150-000</a>	Overtime	37,600.00	37,600.00	64,389.01	255,278.79	-217,678.79	-578.00
<a href="#">200-3500-51211-000</a>	Medical Insurance	35,793.00	35,793.00	2,982.75	17,896.50	17,896.50	50.00
<a href="#">200-3500-51216-000</a>	Life Insurance	0.00	0.00	20.20	97.08	-97.08	0.00
<a href="#">200-3500-51218-000</a>	STD Insurance	376.00	376.00	75.81	363.49	12.51	3.00
<a href="#">200-3500-51231-000</a>	Medicare	1,596.00	1,596.00	916.03	3,629.16	-2,033.16	-127.00
<a href="#">200-3500-51250-000</a>	PSPRS	23,650.00	23,650.00	13,270.26	50,979.52	-27,329.52	-115.00
<a href="#">200-3500-51270-000</a>	Workers Compensation	5,747.00	5,747.00	3,173.11	8,682.07	-2,935.07	-51.00
<a href="#">200-3500-51280-000</a>	Deferred Compensation	0.00	0.00	216.69	1,369.79	-1,369.79	0.00
<a href="#">200-3500-51290-000</a>	PEHP	1,101.00	1,101.00	0.00	0.00	1,101.00	100.00
<a href="#">200-3500-52140-000</a>	Operational Supplies	200.00	200.00	92.88	152.99	47.01	23.00
<a href="#">200-3500-52141-000</a>	Uniforms	300.00	300.00	0.00	0.00	300.00	100.00
<a href="#">200-3500-52170-000</a>	Travel & Per Diem	13,900.00	13,900.00	11,520.94	39,196.80	-25,296.80	-181.00
<a href="#">200-3500-52180-000</a>	Training	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00
<a href="#">200-3500-52228-000</a>	Contract-Aircraft Services	4,700.00	4,700.00	0.00	0.00	4,700.00	100.00
<a href="#">200-3500-52310-000</a>	Cell Phones & Pagers	0.00	0.00	-4.60	-4.77	4.77	0.00
<a href="#">200-3500-52320-000</a>	Electric	0.00	0.00	0.00	452.28	-452.28	0.00
<a href="#">200-3500-52330-000</a>	Natural Gas	0.00	0.00	0.00	75.48	-75.48	0.00
<a href="#">200-3500-52340-000</a>	Refuse Removal	0.00	0.00	0.00	266.23	-266.23	0.00
<a href="#">200-3500-52350-000</a>	Telephone	0.00	0.00	0.00	216.77	-216.77	0.00
<a href="#">200-3500-52370-000</a>	Water & Sewer	0.00	0.00	0.00	233.38	-233.38	0.00
<a href="#">200-3500-52450-000</a>	Unemployment Insurance	0.00	0.00	0.00	5,038.99	-5,038.99	0.00
<a href="#">200-3500-52511-000</a>	Fuel	4,000.00	4,000.00	647.53	1,006.69	2,993.31	74.00
<a href="#">200-3500-52514-000</a>	Tires & Repairs	0.00	0.00	0.00	16.00	-16.00	0.00

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">200-3500-52550-000</a>	Equipment Supplies	20,280.00	20,280.00	0.00	0.00	20,280.00	100.00
<b>Department: 3500 - OUT OF DISTRICT WILDLAND Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>97,300.61</b>	<b>384,842.21</b>	<b>-148,098.21</b>	<b>-62.50</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>97,300.61</b>	<b>384,842.21</b>	<b>-148,098.21</b>	<b>-62.50</b>
<b>Expense Total:</b>		<b>236,744.00</b>	<b>236,744.00</b>	<b>97,300.61</b>	<b>384,842.21</b>	<b>-148,098.21</b>	<b>-62.50</b>
<b>Fund: 200 - WILDLAND FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>-97,300.61</b>	<b>196,198.79</b>	<b>196,198.79</b>	<b>0.00</b>
<b>Fund: 250 - AMBULANCE FUND</b>							
<b>Revenue</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3400 - EMS</b>							
<a href="#">250-3400-42380-000</a>	Ambulance Billings	2,300,000.00	2,300,000.00	184,547.72	1,036,298.94	-1,263,701.06	54.00
<b>Department: 3400 - EMS Total:</b>		<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>184,547.72</b>	<b>1,036,298.94</b>	<b>-1,263,701.06</b>	<b>54.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>184,547.72</b>	<b>1,036,298.94</b>	<b>-1,263,701.06</b>	<b>54.00</b>
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">250-9000-40000-000</a>	Beginning Fund Balance	0.00	0.00	0.00	370,762.07	370,762.07	0.00
<a href="#">250-9000-43100-000</a>	Investment Revenue	0.00	0.00	0.00	49.53	49.53	0.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>370,811.60</b>	<b>370,811.60</b>	<b>0.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>370,811.60</b>	<b>370,811.60</b>	<b>0.00</b>
<b>Revenue Total:</b>		<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>184,547.72</b>	<b>1,407,110.54</b>	<b>-892,889.46</b>	<b>38.00</b>
<b>Expense</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3400 - EMS</b>							
<a href="#">250-3400-51120-000</a>	Hourly	1,019,092.00	1,019,092.00	0.00	0.00	1,019,092.00	100.00
<a href="#">250-3400-51211-000</a>	Medical Insurance	185,732.00	185,732.00	15,477.67	92,866.00	92,866.00	50.00
<a href="#">250-3400-51212-000</a>	Dental Insurance	8,582.00	8,582.00	715.17	4,291.00	4,291.00	50.00
<a href="#">250-3400-51213-000</a>	Vision Insurance	1,685.00	1,685.00	140.42	842.50	842.50	50.00
<a href="#">250-3400-51215-000</a>	PSPRS-Cancer Insurance	878.00	878.00	0.00	0.00	878.00	100.00
<a href="#">250-3400-51216-000</a>	Life Insurance	1,053.00	1,053.00	0.00	0.00	1,053.00	100.00
<a href="#">250-3400-51231-000</a>	Medicare	18,573.00	18,573.00	0.00	0.00	18,573.00	100.00
<a href="#">250-3400-51250-000</a>	PSPRS	267,184.00	267,184.00	0.00	0.00	267,184.00	100.00
<a href="#">250-3400-51270-000</a>	Workers Compensation	66,864.00	66,864.00	0.00	0.00	66,864.00	100.00
<a href="#">250-3400-51290-000</a>	PEHP	12,809.00	12,809.00	0.00	0.00	12,809.00	100.00
<a href="#">250-3400-52110-000</a>	Office Supplies	2,037.00	2,037.00	0.00	0.00	2,037.00	100.00
<a href="#">250-3400-52115-000</a>	Fees	0.00	0.00	749.46	5,817.05	-5,817.05	0.00
<a href="#">250-3400-52118-000</a>	Collection Fees	2,144.00	2,144.00	22,108.46	54,345.21	-52,201.21	-2,434.00
<a href="#">250-3400-52119-000</a>	Rent Expense	134.00	134.00	0.00	0.00	134.00	100.00
<a href="#">250-3400-52140-000</a>	Operational Supplies	23,584.00	23,584.00	0.00	0.00	23,584.00	100.00
<a href="#">250-3400-52141-000</a>	Uniforms	30,230.00	30,230.00	0.00	0.00	30,230.00	100.00
<a href="#">250-3400-52144-000</a>	Medical Supplies	24,120.00	24,120.00	0.00	0.00	24,120.00	100.00
<a href="#">250-3400-52146-000</a>	Protective Equipment	34,840.00	34,840.00	0.00	0.00	34,840.00	100.00
<a href="#">250-3400-52150-000</a>	Postage & Mailings	2,412.00	2,412.00	92.47	561.68	1,850.32	76.00
<a href="#">250-3400-52160-000</a>	Dues, Memberships & Subscripti	572.00	572.00	0.00	480.00	92.00	16.00
<a href="#">250-3400-52170-000</a>	Travel & Per Diem	1,340.00	1,340.00	0.00	0.00	1,340.00	100.00
<a href="#">250-3400-52180-000</a>	Training	18,670.00	18,670.00	0.00	0.00	18,670.00	100.00
<a href="#">250-3400-52192-000</a>	Public Affairs	9,688.00	9,688.00	0.00	0.00	9,688.00	100.00
<a href="#">250-3400-52210-000</a>	Accounting & Auditing	6,432.00	6,432.00	0.00	0.00	6,432.00	100.00
<a href="#">250-3400-52220-000</a>	Software	71,556.00	71,556.00	0.00	17,639.13	53,916.87	75.00
<a href="#">250-3400-52223-000</a>	Consultants-General	0.00	0.00	0.00	98,646.24	-98,646.24	0.00
<a href="#">250-3400-52227-000</a>	Contract Labor	27,777.00	27,777.00	0.00	0.00	27,777.00	100.00
<a href="#">250-3400-52240-000</a>	Health Services	28,140.00	28,140.00	0.00	0.00	28,140.00	100.00
<a href="#">250-3400-52260-000</a>	Legal	21,617.00	21,617.00	0.00	0.00	21,617.00	100.00
<a href="#">250-3400-52320-000</a>	Electric	1,608.00	1,608.00	0.00	0.00	1,608.00	100.00
<a href="#">250-3400-52330-000</a>	Natural Gas	161.00	161.00	0.00	0.00	161.00	100.00
<a href="#">250-3400-52340-000</a>	Refuse Removal	107.00	107.00	0.00	0.00	107.00	100.00
<a href="#">250-3400-52350-000</a>	Telephone	54.00	54.00	0.00	0.00	54.00	100.00

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## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">250-3400-52370-000</a>	Water & Sewer	536.00	536.00	0.00	0.00	536.00	100.00
<a href="#">250-3400-52390-000</a>	Dispatch Services	268,279.00	268,279.00	0.00	0.00	268,279.00	100.00
<a href="#">250-3400-52430-000</a>	Gen. Liab. & Auto Insurance	45,560.00	45,560.00	0.00	0.00	45,560.00	100.00
<a href="#">250-3400-52511-000</a>	Fuel	48,240.00	48,240.00	0.00	0.00	48,240.00	100.00
<a href="#">250-3400-52535-000</a>	Janitorial Supplies	6,700.00	6,700.00	0.00	0.00	6,700.00	100.00
<a href="#">250-3400-52544-000</a>	Preventive Maintenance	40,200.00	40,200.00	0.00	0.00	40,200.00	100.00
<b>Department: 3400 - EMS Total:</b>		<b>2,299,190.00</b>	<b>2,299,190.00</b>	<b>39,283.65</b>	<b>275,488.81</b>	<b>2,023,701.19</b>	<b>88.00</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>2,299,190.00</b>	<b>2,299,190.00</b>	<b>39,283.65</b>	<b>275,488.81</b>	<b>2,023,701.19</b>	<b>88.00</b>
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">250-9000-59000-000</a>	Contingency	810.00	810.00	0.00	0.00	810.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>810.00</b>	<b>810.00</b>	<b>0.00</b>	<b>0.00</b>	<b>810.00</b>	<b>100.00</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>810.00</b>	<b>810.00</b>	<b>0.00</b>	<b>0.00</b>	<b>810.00</b>	<b>100.00</b>
<b>Expense Total:</b>		<b>2,300,000.00</b>	<b>2,300,000.00</b>	<b>39,283.65</b>	<b>275,488.81</b>	<b>2,024,511.19</b>	<b>88.00</b>
<b>Fund: 250 - AMBULANCE FUND Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>145,264.07</b>	<b>1,131,621.73</b>	<b>1,131,621.73</b>	<b>0.00</b>
<b>Fund: 400 - CAPITAL PROJECTS</b>							
<b>Revenue</b>							
<b>FinancialRpt: 9 - Undesignated</b>							
<b>Department: 9000 - NON-DEPARTMENTAL</b>							
<a href="#">400-9000-40000-000</a>	Beginning Fund Balance	1,000,000.00	1,000,000.00	0.00	582,183.11	-417,816.89	41.70
<a href="#">400-9000-42395-000</a>	Communication Contract R	65,000.00	65,000.00	6,453.54	34,109.30	-30,890.70	47.50
<a href="#">400-9000-46300-000</a>	Gain On Disposition Of Assets	0.00	0.00	25,000.00	27,306.25	27,306.25	0.00
<a href="#">400-9000-48000-000</a>	Transfers In	1,895,000.00	1,895,000.00	0.00	1,895,000.00	0.00	0.00
<a href="#">400-9000-49000-000</a>	Bond Proceeds	15,000,000.00	15,000,000.00	0.00	0.00	-15,000,000.00	100.00
<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>		<b>17,960,000.00</b>	<b>17,960,000.00</b>	<b>31,453.54</b>	<b>2,538,598.66</b>	<b>-15,421,401.34</b>	<b>85.50</b>
<b>FinancialRpt: 9 - Undesignated Total:</b>		<b>17,960,000.00</b>	<b>17,960,000.00</b>	<b>31,453.54</b>	<b>2,538,598.66</b>	<b>-15,421,401.34</b>	<b>85.50</b>
<b>Revenue Total:</b>		<b>17,960,000.00</b>	<b>17,960,000.00</b>	<b>31,453.54</b>	<b>2,538,598.66</b>	<b>-15,421,401.34</b>	<b>85.50</b>
<b>Expense</b>							
<b>FinancialRpt: 3 - Operational</b>							
<b>Department: 3400 - EMS</b>							
<a href="#">400-3400-54130-037</a>	Furniture & Equipment	150,000.00	150,000.00	0.00	14,064.93	135,935.07	90.63
<b>Department: 3400 - EMS Total:</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>14,064.93</b>	<b>135,935.07</b>	<b>90.63</b>
<b>FinancialRpt: 3 - Operational Total:</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>14,064.93</b>	<b>135,935.07</b>	<b>90.63</b>
<b>FinancialRpt: 4 - Support Services</b>							
<b>Department: 4100 - INFORMATION TECHNOLOGY</b>							
<a href="#">400-4100-54130-029</a>	Furniture & Equipment	0.00	0.00	6,578.20	61,204.32	-61,204.32	0.00
<a href="#">400-4100-54138-004</a>	Computers & Software	150,000.00	150,000.00	0.00	114,927.23	35,072.77	23.38
<a href="#">400-4100-54138-036</a>	Computer & Software	375,000.00	375,000.00	0.00	0.00	375,000.00	100.00
<a href="#">400-4100-54138-038</a>	Computer & Software	150,000.00	150,000.00	0.00	87,559.03	62,440.97	41.63
<b>Department: 4100 - INFORMATION TECHNOLOGY Total:</b>		<b>675,000.00</b>	<b>675,000.00</b>	<b>6,578.20</b>	<b>263,690.58</b>	<b>411,309.42</b>	<b>60.90</b>
<b>Department: 4200 - FLEET SERVICES</b>							
<a href="#">400-4200-54140-003</a>	Vehicles	1,000,000.00	1,000,000.00	0.00	1,340,014.15	-340,014.15	-34.00
<b>Department: 4200 - FLEET SERVICES Total:</b>		<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>1,340,014.15</b>	<b>-340,014.15</b>	<b>-34.00</b>
<b>Department: 4230 - FACILITY MAINTENANCE</b>							
<a href="#">400-4230-54110-053</a>	Land & Improvements	0.00	0.00	0.00	54,900.63	-54,900.63	0.00
<a href="#">400-4230-54110-055</a>	Land & Improvements	0.00	0.00	0.00	4,831.38	-4,831.38	0.00
<a href="#">400-4230-54120-055</a>	Buildings & Improvements	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00
<a href="#">400-4230-54121-051</a>	Professional Fees	0.00	0.00	0.00	18,752.50	-18,752.50	0.00
<a href="#">400-4230-54123-062</a>	Engineering & Architectural	0.00	0.00	0.00	307.49	-307.49	0.00
<b>Department: 4230 - FACILITY MAINTENANCE Total:</b>		<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>78,792.00</b>	<b>-38,792.00</b>	<b>-96.50</b>
<b>Department: 4260 - WAREHOUSE</b>							
<a href="#">400-4260-54130-019</a>	Furniture & Equipment	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00
<a href="#">400-4260-54130-028</a>	Furniture & Equipment	0.00	0.00	0.00	27,400.55	-27,400.55	0.00

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">400-4260-54130-031</a>	Furniture & Equipment	0.00	0.00	0.00	232,389.76	-232,389.76	0.00
Department: 4260 - WAREHOUSE Total:		30,000.00	30,000.00	0.00	259,790.31	-229,790.31	-765.91
FinancialRpt: 4 - Support Services Total:		1,745,000.00	1,745,000.00	6,578.20	1,942,287.04	-197,287.04	-11.84
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
<a href="#">400-9000-59000-000</a>	Contingency	16,065,000.00	16,065,000.00	0.00	0.00	16,065,000.00	100.00
Department: 9000 - NON-DEPARTMENTAL Total:		16,065,000.00	16,065,000.00	0.00	0.00	16,065,000.00	100.00
FinancialRpt: 9 - Undesignated Total:		16,065,000.00	16,065,000.00	0.00	0.00	16,065,000.00	100.00
Expense Total:		17,960,000.00	17,960,000.00	6,578.20	1,956,351.97	16,003,648.03	89.03
Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):		0.00	0.00	24,875.34	582,246.69	582,246.69	0.00
Fund: 450 - CAPITAL RESERVE							
Revenue							
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
<a href="#">450-9000-40000-000</a>	Beginning Fund Balance	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00
Department: 9000 - NON-DEPARTMENTAL Total:		1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00
FinancialRpt: 9 - Undesignated Total:		1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00
Revenue Total:		1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.00
Expense							
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
<a href="#">450-9000-59000-000</a>	Contingency	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00
Department: 9000 - NON-DEPARTMENTAL Total:		1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00
FinancialRpt: 9 - Undesignated Total:		1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00
Expense Total:		1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.00
Fund: 450 - CAPITAL RESERVE Surplus (Deficit):		0.00	0.00	0.00	1,207,493.00	1,207,493.00	0.00
Fund: 480 - GRANT PROGRAM							
Revenue							
FinancialRpt: 2 - Community Safety							
Department: 2200 - SPECIAL PROJECTS							
<a href="#">480-2200-47000-035</a>	Grant Revenue	0.00	0.00	0.00	1,519.12	1,519.12	0.00
<a href="#">480-2200-47000-117</a>	Grant Revenue	0.00	0.00	0.00	53,165.00	53,165.00	0.00
Department: 2200 - SPECIAL PROJECTS Total:		0.00	0.00	0.00	54,684.12	54,684.12	0.00
FinancialRpt: 2 - Community Safety Total:		0.00	0.00	0.00	54,684.12	54,684.12	0.00
FinancialRpt: 9 - Undesignated							
Department: 9000 - NON-DEPARTMENTAL							
<a href="#">480-9000-40000-000</a>	Beginning Fund Balance	1,000,000.00	1,000,000.00	0.00	1,219,263.91	219,263.91	121.91
<a href="#">480-9000-47000-000</a>	Grant Revenue	2,000,000.00	2,000,000.00	0.00	0.00	-2,000,000.00	100.00
Department: 9000 - NON-DEPARTMENTAL Total:		3,000,000.00	3,000,000.00	0.00	1,219,263.91	-1,780,736.09	59.91
FinancialRpt: 9 - Undesignated Total:		3,000,000.00	3,000,000.00	0.00	1,219,263.91	-1,780,736.09	59.91
Revenue Total:		3,000,000.00	3,000,000.00	0.00	1,273,948.03	-1,726,051.97	57.91
Expense							
FinancialRpt: 2 - Community Safety							
Department: 2200 - SPECIAL PROJECTS							
<a href="#">480-2200-51120-117</a>	Hourly	0.00	0.00	7,347.21	40,616.15	-40,616.15	0.00
<a href="#">480-2200-51140-117</a>	Holiday Pay	0.00	0.00	397.20	1,246.56	-1,246.56	0.00
<a href="#">480-2200-51216-117</a>	Life Insurance	0.00	0.00	9.60	56.84	-56.84	0.00
<a href="#">480-2200-51218-117</a>	STD Insurance	0.00	0.00	18.94	139.79	-139.79	0.00
<a href="#">480-2200-51231-117</a>	Medicare	0.00	0.00	109.28	533.64	-533.64	0.00
<a href="#">480-2200-51250-117</a>	PSPRS	0.00	0.00	1,247.79	4,746.87	-4,746.87	0.00
<a href="#">480-2200-51270-117</a>	Workers Compensation	0.00	0.00	744.55	1,920.09	-1,920.09	0.00
<a href="#">480-2200-52170-035</a>	Travel & Per Diem	0.00	0.00	0.00	-24.00	24.00	0.00

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)



## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remainder
<a href="#">480-2200-54130-122</a>	Furniture & Equipment	0.00	0.00	0.00	10,193.87	-10,193.87	0.00
	<b>Department: 2200 - SPECIAL PROJECTS Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>9,874.57</b>	<b>59,429.81</b>	<b>-59,429.81</b>	<b>0.00</b>
	<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>9,874.57</b>	<b>59,429.81</b>	<b>-59,429.81</b>	<b>0.00</b>
	<b>FinancialRpt: 9 - Undesignated</b>						
	<b>Department: 9000 - NON-DEPARTMENTAL</b>						
<a href="#">480-9000-57000-000</a>	Unfunded Grant Expenses	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00	100.00
	<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>100.00</b>
	<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>100.00</b>
	<b>Expense Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>9,874.57</b>	<b>59,429.81</b>	<b>2,940,570.19</b>	<b>98.00</b>
	<b>Fund: 480 - GRANT PROGRAM Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,874.57</b>	<b>1,214,518.22</b>	<b>1,214,518.22</b>	<b>0.00</b>
	<b>Fund: 500 - GO DEBT SERVICE</b>						
	<b>Revenue</b>						
	<b>FinancialRpt: 9 - Undesignated</b>						
	<b>Department: 9000 - NON-DEPARTMENTAL</b>						
<a href="#">500-9000-40000-000</a>	Beginning Fund Balance	0.00	0.00	0.00	1,007,997.17	1,007,997.17	0.00
<a href="#">500-9000-41100-000</a>	Property Taxes-CY	3,029,322.00	3,029,322.00	102,357.04	1,612,760.05	-1,416,561.95	46.00
<a href="#">500-9000-41150-000</a>	Property Taxes-PY	0.00	0.00	3,470.35	48,957.92	48,957.92	0.00
<a href="#">500-9000-41180-000</a>	Property Taxes-In Lieu	0.00	0.00	0.00	227.46	227.46	0.00
<a href="#">500-9000-43100-000</a>	Investment Revenue	0.00	0.00	756.29	2,980.58	2,980.58	0.00
<a href="#">500-9000-46000-000</a>	Miscellaneous Revenue	0.00	0.00	1,251.52	1,251.52	1,251.52	0.00
<a href="#">500-9000-49150-000</a>	Build America Bond Rebate	140,000.00	140,000.00	72,446.06	72,446.06	-67,553.94	48.00
	<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>180,281.26</b>	<b>2,746,620.76</b>	<b>-422,701.24</b>	<b>13.00</b>
	<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>180,281.26</b>	<b>2,746,620.76</b>	<b>-422,701.24</b>	<b>13.00</b>
	<b>Revenue Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>180,281.26</b>	<b>2,746,620.76</b>	<b>-422,701.24</b>	<b>13.00</b>
	<b>Expense</b>						
	<b>FinancialRpt: 9 - Undesignated</b>						
	<b>Department: 9000 - NON-DEPARTMENTAL</b>						
<a href="#">500-9000-52116-000</a>	Bond Administrative Fees	5,000.00	5,000.00	0.00	1,595.00	3,405.00	68.00
<a href="#">500-9000-53021-000</a>	2007 Series A Bond Principal	590,000.00	590,000.00	0.00	590,000.00	0.00	0.00
<a href="#">500-9000-53022-000</a>	2010 Series A Bond Principal	475,000.00	475,000.00	0.00	0.00	475,000.00	100.00
<a href="#">500-9000-53023-000</a>	2014 Series Refunding Bond Principal	820,000.00	820,000.00	0.00	0.00	820,000.00	100.00
<a href="#">500-9000-53121-000</a>	2007 Series A Bond Interest	447,013.00	447,013.00	12,300.00	37,137.50	409,875.50	91.00
<a href="#">500-9000-53122-000</a>	2010 Series A Bond Interest	463,659.00	463,659.00	231,829.50	231,829.50	231,829.50	50.00
<a href="#">500-9000-53123-000</a>	2014 Series Refunding Bond Interest	218,650.00	218,650.00	109,325.00	109,325.00	109,325.00	50.00
<a href="#">500-9000-53124-000</a>	2016 Series Refunding Bond Interest	0.00	0.00	126,025.00	126,025.00	-126,025.00	0.00
<a href="#">500-9000-59000-000</a>	Contingency	150,000.00	150,000.00	0.00	0.00	150,000.00	100.00
	<b>Department: 9000 - NON-DEPARTMENTAL Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>479,479.50</b>	<b>1,095,912.00</b>	<b>2,073,410.00</b>	<b>65.00</b>
	<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>479,479.50</b>	<b>1,095,912.00</b>	<b>2,073,410.00</b>	<b>65.00</b>
	<b>Expense Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>479,479.50</b>	<b>1,095,912.00</b>	<b>2,073,410.00</b>	<b>65.00</b>
	<b>Fund: 500 - GO DEBT SERVICE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-299,198.24</b>	<b>1,650,708.76</b>	<b>1,650,708.76</b>	<b>0.00</b>
	<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,068,919.99</b>	<b>14,275,936.54</b>	<b>14,275,936.54</b>	<b>0.00</b>

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

## Group Summa

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>Fund: 100 - GENERAL FUND</b>						
<b>Revenue</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2100 - PREVENTION & SAFETY	150,000.00	150,000.00	9,076.00	73,299.10	-76,700.90	51.1
2300 - BEHAVIORAL HLTH/COMM SVC	0.00	0.00	20.00	255.00	255.00	0.0
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>9,096.00</b>	<b>73,554.10</b>	<b>-76,445.90</b>	<b>50.9</b>
<b>FinancialRpt: 3 - Operational</b>						
3100 - TRAINING	40,000.00	40,000.00	3,040.92	9,485.92	-30,514.08	76.1
3400 - EMS	0.00	0.00	0.00	3,168.21	3,168.21	0.0
<b>FinancialRpt: 3 - Operational Total:</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>3,040.92</b>	<b>12,654.13</b>	<b>-27,345.87</b>	<b>68.3</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	34,786,783.00	34,786,783.00	1,079,305.04	21,904,288.49	-12,882,494.51	37.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>34,786,783.00</b>	<b>34,786,783.00</b>	<b>1,079,305.04</b>	<b>21,904,288.49</b>	<b>-12,882,494.51</b>	<b>37.0</b>
<b>Revenue Total:</b>	<b>34,976,783.00</b>	<b>34,976,783.00</b>	<b>1,091,441.96</b>	<b>21,990,496.72</b>	<b>-12,986,286.28</b>	<b>37.3</b>
<b>Expense</b>						
<b>FinancialRpt: 1 - Administrative Costs</b>						
1200 - FIRE CHIEF	265,799.00	265,799.00	31,480.75	120,198.02	145,600.98	54.1
1220 - FIRE OPERATIONS - ADMIN	1,284,734.00	1,137,573.00	125,323.96	528,466.66	609,106.34	53.1
1230 - ADMINISTRATIVE SERVICES	647,751.00	647,751.00	46,188.73	395,236.95	252,514.05	38.9
1240 - HUMAN RESOURCES	542,293.00	542,293.00	67,554.72	306,432.77	235,860.23	43.4
1250 - FINANCE	515,173.00	515,173.00	59,534.24	262,059.59	253,113.41	49.1
1280 - COMMUNITY AFFAIRS	281,154.00	281,154.00	33,528.29	136,918.75	144,235.25	51.3
<b>FinancialRpt: 1 - Administrative Costs Total:</b>	<b>3,536,904.00</b>	<b>3,389,743.00</b>	<b>363,610.69</b>	<b>1,749,312.74</b>	<b>1,640,430.26</b>	<b>48.3</b>
<b>FinancialRpt: 2 - Community Safety</b>						
2100 - PREVENTION & SAFETY	1,037,020.00	1,037,020.00	111,669.13	499,792.31	537,227.69	51.8
2250 - HEALTH & SAFETY	50,400.00	50,400.00	1,501.46	24,008.97	26,391.03	52.3
2300 - BEHAVIORAL HLTH/COMM SVC	188,790.00	188,790.00	5,536.24	24,785.95	164,004.05	86.8
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>1,276,210.00</b>	<b>1,276,210.00</b>	<b>118,706.83</b>	<b>548,587.23</b>	<b>727,622.77</b>	<b>57.0</b>
<b>FinancialRpt: 3 - Operational</b>						
3100 - TRAINING	737,298.00	737,298.00	72,766.18	333,379.54	403,918.46	54.1
3110 - BATTALION CHIEFS	18,750.00	0.00	3,441.07	138,165.24	-138,165.24	0.0
3210 - TECHNICAL RESCUE TEAM	13,200.00	13,200.00	0.00	0.00	13,200.00	100.0
3220 - HAZMAT	14,500.00	14,500.00	0.00	3,380.35	11,119.65	76.0
3300 - FIRE/RESCUE SERVICES	17,138,199.00	17,304,110.00	2,044,508.07	8,728,677.00	8,575,433.00	49.1
3400 - EMS	1,078,081.00	1,078,081.00	73,555.00	404,354.28	673,726.72	62.4
<b>FinancialRpt: 3 - Operational Total:</b>	<b>19,000,028.00</b>	<b>19,147,189.00</b>	<b>2,194,270.32</b>	<b>9,607,956.41</b>	<b>9,539,232.59</b>	<b>49.8</b>
<b>FinancialRpt: 4 - Support Services</b>						
4100 - INFORMATION TECHNOLOGY	895,428.00	895,428.00	44,209.67	489,187.96	406,240.04	45.3
4150 - COMMUNICATIONS	1,065,858.00	1,065,858.00	106,858.96	602,945.63	462,912.37	43.4
4200 - FLEET SERVICES	1,117,968.00	1,117,968.00	107,532.47	605,499.07	512,468.93	45.8
4230 - FACILITY MAINTENANCE	493,339.00	493,339.00	40,413.79	279,083.42	214,255.58	43.4
4260 - WAREHOUSE	696,048.00	696,048.00	57,344.56	375,120.74	320,927.26	46.1
<b>FinancialRpt: 4 - Support Services Total:</b>	<b>4,268,641.00</b>	<b>4,268,641.00</b>	<b>356,359.45</b>	<b>2,351,836.82</b>	<b>1,916,804.18</b>	<b>44.9</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	6,895,000.00	6,895,000.00	0.00	1,895,000.00	5,000,000.00	72.1
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>6,895,000.00</b>	<b>6,895,000.00</b>	<b>0.00</b>	<b>1,895,000.00</b>	<b>5,000,000.00</b>	<b>72.1</b>
<b>Expense Total:</b>	<b>34,976,783.00</b>	<b>34,976,783.00</b>	<b>3,032,947.29</b>	<b>16,152,693.20</b>	<b>18,824,089.80</b>	<b>53.8</b>
<b>Fund: 100 - GENERAL FUND Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,941,505.33</b>	<b>5,837,803.52</b>	<b>5,837,803.52</b>	<b>0.0</b>
<b>Fund: 110 - MEDICAL SELF INSURANCE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	5,000,000.00	5,000,000.00	270,305.85	3,698,254.67	-1,301,745.33	26.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remain
FinancialRpt: 9 - Undesignated Total:	5,000,000.00	5,000,000.00	270,305.85	3,698,254.67	-1,301,745.33	26.0
Revenue Total:	5,000,000.00	5,000,000.00	270,305.85	3,698,254.67	-1,301,745.33	26.0
Expense						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	5,000,000.00	5,000,000.00	161,486.50	1,242,908.84	3,757,091.16	75.0
FinancialRpt: 9 - Undesignated Total:	5,000,000.00	5,000,000.00	161,486.50	1,242,908.84	3,757,091.16	75.0
Expense Total:	5,000,000.00	5,000,000.00	161,486.50	1,242,908.84	3,757,091.16	75.0
Fund: 110 - MEDICAL SELF INSURANCE Surplus (Deficit):	0.00	0.00	108,819.35	2,455,345.83	2,455,345.83	0.0
Fund: 200 - WILDLAND FUND						
Revenue						
FinancialRpt: 3 - Operational						
3500 - OUT OF DISTRICT WILDLAND	236,744.00	236,744.00	0.00	245,094.46	8,350.46	3.0
FinancialRpt: 3 - Operational Total:	236,744.00	236,744.00	0.00	245,094.46	8,350.46	3.0
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	0.00	0.00	0.00	335,946.54	335,946.54	0.0
FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	335,946.54	335,946.54	0.0
Revenue Total:	236,744.00	236,744.00	0.00	581,041.00	344,297.00	145.0
Expense						
FinancialRpt: 3 - Operational						
3500 - OUT OF DISTRICT WILDLAND	236,744.00	236,744.00	97,300.61	384,842.21	-148,098.21	-62.0
FinancialRpt: 3 - Operational Total:	236,744.00	236,744.00	97,300.61	384,842.21	-148,098.21	-62.0
Expense Total:	236,744.00	236,744.00	97,300.61	384,842.21	-148,098.21	-62.0
Fund: 200 - WILDLAND FUND Surplus (Deficit):	0.00	0.00	-97,300.61	196,198.79	196,198.79	0.0
Fund: 250 - AMBULANCE FUND						
Revenue						
FinancialRpt: 3 - Operational						
3400 - EMS	2,300,000.00	2,300,000.00	184,547.72	1,036,298.94	-1,263,701.06	54.0
FinancialRpt: 3 - Operational Total:	2,300,000.00	2,300,000.00	184,547.72	1,036,298.94	-1,263,701.06	54.0
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	0.00	0.00	0.00	370,811.60	370,811.60	0.0
FinancialRpt: 9 - Undesignated Total:	0.00	0.00	0.00	370,811.60	370,811.60	0.0
Revenue Total:	2,300,000.00	2,300,000.00	184,547.72	1,407,110.54	-892,889.46	38.0
Expense						
FinancialRpt: 3 - Operational						
3400 - EMS	2,299,190.00	2,299,190.00	39,283.65	275,488.81	2,023,701.19	88.0
FinancialRpt: 3 - Operational Total:	2,299,190.00	2,299,190.00	39,283.65	275,488.81	2,023,701.19	88.0
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	810.00	810.00	0.00	0.00	810.00	100.0
FinancialRpt: 9 - Undesignated Total:	810.00	810.00	0.00	0.00	810.00	100.0
Expense Total:	2,300,000.00	2,300,000.00	39,283.65	275,488.81	2,024,511.19	88.0
Fund: 250 - AMBULANCE FUND Surplus (Deficit):	0.00	0.00	145,264.07	1,131,621.73	1,131,621.73	0.0
Fund: 400 - CAPITAL PROJECTS						
Revenue						
FinancialRpt: 9 - Undesignated						
9000 - NON-DEPARTMENTAL	17,960,000.00	17,960,000.00	31,453.54	2,538,598.66	-15,421,401.34	85.0
FinancialRpt: 9 - Undesignated Total:	17,960,000.00	17,960,000.00	31,453.54	2,538,598.66	-15,421,401.34	85.0
Revenue Total:	17,960,000.00	17,960,000.00	31,453.54	2,538,598.66	-15,421,401.34	85.0
Expense						
FinancialRpt: 3 - Operational						
3400 - EMS	150,000.00	150,000.00	0.00	14,064.93	135,935.07	90.0
FinancialRpt: 3 - Operational Total:	150,000.00	150,000.00	0.00	14,064.93	135,935.07	90.0

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

Department...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
<b>FinancialRpt: 4 - Support Services</b>						
4100 - INFORMATION TECHNOLOGY	675,000.00	675,000.00	6,578.20	263,690.58	411,309.42	60.9
4200 - FLEET SERVICES	1,000,000.00	1,000,000.00	0.00	1,340,014.15	-340,014.15	-34.0
4230 - FACILITY MAINTENANCE	40,000.00	40,000.00	0.00	78,792.00	-38,792.00	-96.9
4260 - WAREHOUSE	30,000.00	30,000.00	0.00	259,790.31	-229,790.31	-765.9
<b>FinancialRpt: 4 - Support Services Total:</b>	<b>1,745,000.00</b>	<b>1,745,000.00</b>	<b>6,578.20</b>	<b>1,942,287.04</b>	<b>-197,287.04</b>	<b>-11.3</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	16,065,000.00	16,065,000.00	0.00	0.00	16,065,000.00	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>16,065,000.00</b>	<b>16,065,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,065,000.00</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>17,960,000.00</b>	<b>17,960,000.00</b>	<b>6,578.20</b>	<b>1,956,351.97</b>	<b>16,003,648.03</b>	<b>89.1</b>
<b>Fund: 400 - CAPITAL PROJECTS Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>24,875.34</b>	<b>582,246.69</b>	<b>582,246.69</b>	<b>0.0</b>
<b>Fund: 450 - CAPITAL RESERVE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	1,207,493.00	1,207,493.00	0.00	1,207,493.00	0.00	0.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>0.0</b>
<b>Revenue Total:</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>0.0</b>
<b>Expense</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	1,207,493.00	1,207,493.00	0.00	0.00	1,207,493.00	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>100.0</b>
<b>Fund: 450 - CAPITAL RESERVE Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,207,493.00</b>	<b>1,207,493.00</b>	<b>0.0</b>
<b>Fund: 480 - GRANT PROGRAM</b>						
<b>Revenue</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2200 - SPECIAL PROJECTS	0.00	0.00	0.00	54,684.12	54,684.12	0.0
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,684.12</b>	<b>54,684.12</b>	<b>0.0</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,000,000.00	3,000,000.00	0.00	1,219,263.91	-1,780,736.09	59.3
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>1,219,263.91</b>	<b>-1,780,736.09</b>	<b>59.3</b>
<b>Revenue Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>1,273,948.03</b>	<b>-1,726,051.97</b>	<b>57.1</b>
<b>Expense</b>						
<b>FinancialRpt: 2 - Community Safety</b>						
2200 - SPECIAL PROJECTS	0.00	0.00	9,874.57	59,429.81	-59,429.81	0.0
<b>FinancialRpt: 2 - Community Safety Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>9,874.57</b>	<b>59,429.81</b>	<b>-59,429.81</b>	<b>0.0</b>
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,000,000.00	3,000,000.00	0.00	0.00	3,000,000.00	100.0
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000,000.00</b>	<b>100.0</b>
<b>Expense Total:</b>	<b>3,000,000.00</b>	<b>3,000,000.00</b>	<b>9,874.57</b>	<b>59,429.81</b>	<b>2,940,570.19</b>	<b>98.0</b>
<b>Fund: 480 - GRANT PROGRAM Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,874.57</b>	<b>1,214,518.22</b>	<b>1,214,518.22</b>	<b>0.0</b>
<b>Fund: 500 - GO DEBT SERVICE</b>						
<b>Revenue</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,169,322.00	3,169,322.00	180,281.26	2,746,620.76	-422,701.24	13.3
<b>FinancialRpt: 9 - Undesignated Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>180,281.26</b>	<b>2,746,620.76</b>	<b>-422,701.24</b>	<b>13.3</b>
<b>Revenue Total:</b>	<b>3,169,322.00</b>	<b>3,169,322.00</b>	<b>180,281.26</b>	<b>2,746,620.76</b>	<b>-422,701.24</b>	<b>13.3</b>
<b>Expense</b>						
<b>FinancialRpt: 9 - Undesignated</b>						
9000 - NON-DEPARTMENTAL	3,169,322.00	3,169,322.00	479,479.50	1,095,912.00	2,073,410.00	65.4

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Per Remai
FinancialRpt: 9 - Undesignated Total:	3,169,322.00	3,169,322.00	479,479.50	1,095,912.00	2,073,410.00	65.4
Expense Total:	3,169,322.00	3,169,322.00	479,479.50	1,095,912.00	2,073,410.00	65.4
Fund: 500 - GO DEBT SERVICE Surplus (Deficit):	0.00	0.00	-299,198.24	1,650,708.76	1,650,708.76	0.0
Report Surplus (Deficit):	0.00	0.00	-2,068,919.99	14,275,936.54	14,275,936.54	0.0

## Monthly Budget Report

For Fiscal: 2016-2017 Period Ending: 12/31/2016

## Fund Summa

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
100 - GENERAL FUND	0.00	0.00	-1,941,505.33	5,837,803.52	5,837,803.52
110 - MEDICAL SELF INSURANCE	0.00	0.00	108,819.35	2,455,345.83	2,455,345.83
200 - WILDLAND FUND	0.00	0.00	-97,300.61	196,198.79	196,198.79
250 - AMBULANCE FUND	0.00	0.00	145,264.07	1,131,621.73	1,131,621.73
400 - CAPITAL PROJECTS	0.00	0.00	24,875.34	582,246.69	582,246.69
450 - CAPITAL RESERVE	0.00	0.00	0.00	1,207,493.00	1,207,493.00
480 - GRANT PROGRAM	0.00	0.00	-9,874.57	1,214,518.22	1,214,518.22
500 - GO DEBT SERVICE	0.00	0.00	-299,198.24	1,650,708.76	1,650,708.76
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,068,919.99</b>	<b>14,275,936.54</b>	<b>14,275,936.54</b>

Attachment: December 2016 Monthly Budget Report (FR-2017-2 : Financial Reports)





# Monthly Board Report-Pooled Cash Report

NORTHWEST FIRE DISTRICT AZ

For the Period Ending 12/31/2016

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>CLAIM ON CASH</u></b>					
100-11015-000	Claim on Pooled Cash	7,764,620.16	(2,016,317.20)	5,748,302.96	
110-11015-000	Claim on Pooled Cash	2,280,797.44	110,152.55	2,390,949.99	
200-11015-000	Claim on Pooled Cash	369,429.03	(77,761.19)	291,667.84	
250-11015-000	Claim on Pooled Cash	665,105.61	146,690.27	811,795.88	
400-11015-000	Claim on Pooled Cash	756,142.31	(104,442.99)	651,699.32	
410-11015-000	Claim on Pooled Cash	0.00	0.00	0.00	
450-11015-000	Claim on Pooled Cash	1,207,493.00	0.00	1,207,493.00	
480-11015-000	Claim on Pooled Cash	1,228,778.01	(9,078.37)	1,219,699.64	
500-11015-000	Claim on Pooled Cash	1,910,933.72	(299,198.24)	1,611,735.48	
<b>TOTAL CLAIM ON CASH</b>		<u>16,183,299.28</u>	<u>(2,249,955.17)</u>	<u>13,933,344.11</u>	
<b><u>CASH IN BANK</u></b>					
<b>Cash in Bank</b>					
999-11000-000	Wells Fargo - Operating Account	1,423,445.10	157,473.61	1,580,918.71	
999-11020-000	Cash On Deposit With County	10,279,663.85	(1,005,024.78)	9,274,639.07	
999-11030-000	Bond Levy	1,912,808.26	(299,198.24)	1,613,610.02	
999-11040-000	Bond Proceeds	0.00	0.00	0.00	
999-11041-000	Tax Exempt 2010 Bond Proceeds	0.00	0.00	0.00	
999-11042-000	BABS 2010 Bond Proceeds	0.00	0.00	0.00	
999-11050-000	JP Morgan Chase	0.00	0.00	0.00	
999-11060-000	Wells Fargo Bank-Ins Self Fund	19,328.14	7,805.28	27,133.42	
999-11070-000	Valley Schools Empl Ben Trust	0.00	0.00	0.00	
999-11080-000	Wells Fargo-Savings Account	401,851.04	51.20	401,902.24	
999-11090-000	Wells Fargo-Ambulance Account	2,146,202.89	(1,111,062.24)	1,035,140.65	
999-11135-000	Reserve-Unrealized Gains/Losse	0.00	0.00	0.00	
<b>TOTAL: Cash in Bank</b>		<u>16,183,299.28</u>	<u>(2,249,955.17)</u>	<u>13,933,344.11</u>	
<b>Wages Payable</b>					
999-21110-000	Accrued Salaries & Wages	0.00	0.00	0.00	
<b>TOTAL: Wages Payable</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
<b>TOTAL CASH IN BANK</b>		<u>16,183,299.28</u>	<u>(2,249,955.17)</u>	<u>13,933,344.11</u>	
<b><u>DUE TO OTHER FUNDS</u></b>					
999-28000-000	Due to Other Funds	16,183,299.28	(2,249,955.17)	13,933,344.11	
<b>TOTAL DUE TO OTHER FUNDS</b>		<u>16,183,299.28</u>	<u>(2,249,955.17)</u>	<u>13,933,344.11</u>	
Claim on Cash	13,933,344.11	Claim on Cash	13,933,344.11	Cash in Bank	13,933,344.11
Cash in Bank	<u>13,933,344.11</u>	Due To Other Funds	<u>13,933,344.11</u>	Due To Other Funds	<u>13,933,344.11</u>
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

Attachment: December 2016 Monthly Board Report-Pooled Cash Report (FR-2017-2 : Financial Reports)

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b><u>ACCOUNTS PAYABLE PENDING</u></b>					
100-21000-000	Accounts Payable	245,933.32	(67,398.31)	178,535.01	
110-21000-000	Accounts Payable	2,400.00	1,333.20	3,733.20	
200-21000-000	Accounts Payable	16,411.00	3,173.11	19,584.11	
250-21000-000	Accounts Payable	8,576.56	1,426.20	10,002.76	
400-21000-000	Accounts Payable	268,770.96	(129,318.33)	139,452.63	
410-21000-000	Accounts Payable	0.00	0.00	0.00	
410-21000-058	Accounts Payable	0.00	0.00	0.00	
480-21000-000	Accounts Payable	561.00	744.55	1,305.55	
500-21000-000	Accounts Payable	0.00	0.00	0.00	
<b>TOTAL ACCOUNTS PAYABLE PENDING</b>		<u>542,652.84</u>	<u>(190,039.58)</u>	<u>352,613.26</u>	
<b><u>DUE FROM OTHER FUNDS</u></b>					
999-18000-000	Due from Other Funds	<u>542,652.84</u>	<u>(190,039.58)</u>	<u>352,613.26</u>	
<b>TOTAL DUE FROM OTHER FUNDS</b>		<u>542,652.84</u>	<u>(190,039.58)</u>	<u>352,613.26</u>	
<b><u>ACCOUNTS PAYABLE</u></b>					
999-21000-000	Accounts Payable	<u>542,652.84</u>	<u>(190,039.58)</u>	<u>352,613.26</u>	
<b>TOTAL ACCOUNTS PAYABLE</b>		<u>542,652.84</u>	<u>(190,039.58)</u>	<u>352,613.26</u>	
<b>AP Pending</b>	352,613.26	<b>AP Pending</b>	352,613.26	<b>Due From Other Funds</b>	352,613.26
<b>Due From Other Funds</b>	<u>352,613.26</u>	<b>Accounts Payable</b>	<u>352,613.26</u>	<b>Accounts Payable</b>	<u>352,613.26</u>
<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>	<b>Difference</b>	<u>0.00</u>

NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2016-17	\$ 27,957,283	\$ -	\$ 4,869	\$ 2,031,051	\$ 6,515,936	\$ 5,387,688	\$ 944,670	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,884,213
Monthly % of Levy		0.000%	0.017%	7.265%	23.307%	19.271%	3.379%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
YTD % of Levy		0.000%	0.017%	7.282%	30.589%	49.860%	53.239%	53.239%	53.239%	53.239%	53.239%	53.239%	53.239%	53.239%
2015-16	\$ 25,924,140	\$ -	\$ -	\$ 1,821,260	\$ 5,854,183	\$ 5,186,122	\$ 947,243	\$ 326,467	\$ 835,946	\$ 1,259,873	\$ 4,915,294	\$ 3,873,982	\$ 136,038	\$ 25,156,399
Monthly % of Levy		0.000%	0.000%	7.025%	22.582%	20.005%	3.654%	1.259%	3.225%	4.860%	18.960%	14.944%	0.525%	
YTD % of Levy		0.000%	0.000%	7.025%	29.607%	49.612%	53.266%	54.525%	57.750%	62.610%	81.570%	96.514%	97.039%	97.039%
2014-15	\$ 25,400,000	\$ -	\$ 2,946	\$ 1,852,017	\$ 6,007,635	\$ 4,591,230	\$ 1,044,720	\$ 271,863	\$ 697,495	\$ 1,218,998	\$ 4,421,556	\$ 4,271,702	\$ 113,283	\$ 24,493,444
Monthly % of Levy		0.000%	0.012%	7.291%	23.652%	18.076%	4.113%	1.070%	2.746%	4.799%	17.408%	16.818%	0.446%	
YTD % of Levy		0.000%	0.012%	7.303%	30.955%	49.031%	53.144%	54.214%	56.960%	61.759%	79.167%	95.985%	96.431%	96.431%
2013-14	\$ 25,400,000	\$ -	\$ 2,660	\$ 1,937,990	\$ 6,649,298	\$ 4,092,914	\$ 863,862	\$ 326,319	\$ 775,037	\$ 1,541,095	\$ 4,918,535	\$ 3,419,578	\$ 122,771	\$ 24,650,049
Monthly % of Levy		0.000%	0.010%	7.630%	26.178%	16.114%	3.401%	1.285%	3.051%	6.067%	19.364%	13.463%	0.483%	
YTD % of Levy		0.000%	0.010%	7.640%	33.819%	49.933%	53.334%	54.618%	57.670%	63.737%	83.101%	96.564%	97.047%	97.047%
2012-13	\$ 25,399,140	\$ -	\$ -	\$ 1,335,058	\$ 5,560,008	\$ 5,664,794	\$ 929,773	\$ 328,893	\$ 827,770	\$ 1,068,033	\$ 5,392,724	\$ 3,351,122	\$ 137,206	\$ 24,595,383
Monthly % of Levy		0.000%	0.000%	5.256%	21.891%	22.303%	3.661%	1.295%	3.259%	4.205%	21.232%	13.194%	0.540%	
YTD % of Levy		0.000%	0.000%	5.256%	27.147%	49.450%	53.111%	54.405%	57.665%	61.870%	83.101%	96.295%	96.835%	96.835%
2011-12	\$ 25,399,140	\$ -	\$ -	\$ 1,650,151	\$ 3,567,889	\$ 6,875,068	\$ 925,571	\$ 495,719	\$ 954,994	\$ 969,874	\$ 4,936,042	\$ 3,764,673	\$ 52,299	\$ 24,192,281
Monthly % of Levy		0.000%	0.000%	6.497%	14.047%	27.068%	3.644%	1.952%	3.760%	3.819%	19.434%	14.822%	0.206%	
YTD % of Levy		0.000%	0.000%	6.497%	20.544%	47.612%	51.256%	53.208%	56.968%	60.787%	80.220%	95.043%	95.248%	95.248%
2010-11	\$ 25,424,490	\$ -	\$ -	\$ 1,626,622	\$ 5,976,384	\$ 4,506,539	\$ 884,570	\$ 410,213	\$ 880,080	\$ 1,077,259	\$ 2,750,102	\$ 5,963,732	\$ 126,086	\$ 24,201,587
Monthly % of Levy		0.000%	0.000%	6.398%	23.506%	17.725%	3.479%	1.613%	3.462%	4.237%	10.817%	23.457%	0.496%	
YTD % of Levy		0.000%	0.000%	6.398%	29.904%	47.629%	51.109%	52.722%	56.184%	60.421%	71.237%	94.694%	95.190%	95.190%
2009-10	\$ 25,424,188	\$ -	\$ -	\$ 802,742	\$ 7,857,449	\$ 3,353,759	\$ 826,777	\$ 411,854	\$ 697,545	\$ 1,172,878	\$ 3,829,984	\$ 4,761,419	\$ 186,230	\$ 23,900,637
Monthly % of Levy		0.000%	0.000%	3.157%	30.905%	13.191%	3.252%	1.620%	2.744%	4.613%	15.064%	18.728%	0.732%	
YTD % of Levy		0.000%	0.000%	3.157%	34.063%	47.254%	50.508%	52.126%	54.869%	59.483%	74.547%	93.275%	94.007%	94.007%
2008-09	\$ 25,423,847	\$ 100,572	\$ 210,969	\$ 1,270,465	\$ 5,354,603	\$ 5,318,734	\$ 718,692	\$ 291,862	\$ 723,604	\$ 1,046,299	\$ 4,092,127	\$ 4,591,292	\$ 51,124	\$ 23,770,344
Monthly % of Levy		0.396%	0.830%	4.997%	21.061%	20.920%	2.827%	1.148%	2.846%	4.115%	16.096%	18.059%	0.201%	
YTD % of Levy		0.396%	1.225%	6.223%	27.284%	48.204%	51.031%	52.179%	55.025%	59.141%	75.236%	93.295%	93.496%	93.496%
2007-08	\$ 23,021,889	\$ 7,708	\$ 27,523	\$ 1,284,908	\$ 4,900,617	\$ 5,135,249	\$ 702,350	\$ 322,925	\$ 764,651	\$ 872,057	\$ 2,536,046	\$ 5,491,405	\$ 31,785	\$ 22,077,225
Monthly % of Levy		0.033%	0.120%	5.581%	21.287%	22.306%	3.051%	1.403%	3.321%	3.788%	11.016%	23.853%	0.138%	
YTD % of Levy		0.033%	0.153%	5.734%	27.021%	49.327%	52.378%	53.780%	57.102%	60.890%	71.906%	95.759%	95.897%	95.897%
2006-07	\$ 19,409,941	\$ 16,254	\$ 11,170	\$ 1,300,967	\$ 4,014,200	\$ 4,073,080	\$ 716,330	\$ 357,898	\$ 864,159	\$ 806,595	\$ 3,745,238	\$ 2,841,428	\$ 26,212	\$ 18,773,531
Monthly % of Levy		0.084%	0.058%	6.703%	20.681%	20.985%	3.691%	1.844%	4.452%	4.156%	19.295%	14.639%	0.135%	
YTD % of Levy		0.084%	0.141%	6.844%	27.525%	48.510%	52.200%	54.044%	58.496%	62.652%	81.947%	96.586%	96.721%	96.721%
2005-06	\$ 16,217,014	\$ 11,259	\$ 4,410	\$ 940,130	\$ 4,221,322	\$ 2,923,149	\$ 452,513	\$ 296,989	\$ 512,421	\$ 791,101	\$ 4,721,819	\$ 905,142	\$ 34,322	\$ 15,814,577
Monthly % of Levy		0.069%	0.027%	5.797%	26.030%	18.025%	2.790%	1.831%	3.160%	4.878%	29.116%	5.581%	0.212%	
YTD % of Levy		0.069%	0.097%	5.894%	31.924%	49.949%	52.740%	54.571%	57.731%	62.609%	91.725%	97.307%	97.518%	97.518%



NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

FDAT														
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS
2016-17	\$ 400,000	\$ -	\$ 80	\$ 31,344	\$ 96,941	\$ 70,946	\$ 15,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214,461
Monthly % of Levy		0.000%	0.020%	7.836%	24.235%	17.736%	3.788%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	
YTD % of Levy		0.000%	0.020%	7.856%	32.091%	49.828%	53.615%	53.615%	53.615%	53.615%	53.615%	53.615%	53.615%	53.615%
2015-16	\$ 390,000	\$ -	\$ -	\$ 30,825	\$ 83,552	\$ 81,280	\$ 17,994	\$ 5,170	\$ 13,336	\$ 18,102	\$ 71,557	\$ 56,887	\$ 2,621	\$ 381,324
Monthly % of Levy		0.000%	0.000%	7.904%	21.424%	20.841%	4.614%	1.326%	3.419%	4.786%	18.348%	14.586%	0.672%	
YTD % of Levy		0.000%	0.000%	7.904%	29.328%	50.169%	54.783%	56.108%	59.528%	64.169%	82.517%	97.103%	97.776%	97.776%
2014-15	\$ 400,000	\$ -	\$ 34	\$ 32,679	\$ 94,175	\$ 69,188	\$ 18,228	\$ 5,027	\$ 11,276	\$ 19,144	\$ 62,189	\$ 70,381	\$ 2,373	\$ 384,693
Monthly % of Levy		0.000%	0.008%	8.170%	23.544%	17.297%	4.557%	1.257%	2.819%	4.786%	15.547%	17.595%	0.593%	
YTD % of Levy		0.000%	0.008%	8.178%	31.722%	49.019%	53.576%	54.833%	57.652%	62.438%	77.985%	95.580%	96.173%	96.173%
2013-14	\$ 400,000	\$ -	\$ 64	\$ 31,187	\$ 101,871	\$ 61,261	\$ 16,762	\$ 5,707	\$ 11,756	\$ 22,314	\$ 73,150	\$ 53,417	\$ 2,494	\$ 379,983
Monthly % of Levy		0.000%	0.016%	7.797%	25.468%	15.315%	4.190%	1.427%	2.939%	5.578%	18.288%	13.354%	0.623%	
YTD % of Levy		0.000%	0.016%	7.813%	33.280%	48.596%	52.786%	54.213%	57.152%	62.730%	81.018%	94.372%	94.996%	94.996%
2012-13	\$ 400,000	\$ -	\$ -	\$ 22,763	\$ 92,080	\$ 81,558	\$ 16,371	\$ 6,783	\$ 12,458	\$ 16,679	\$ 85,627	\$ 47,326	\$ 3,115	\$ 384,762
Monthly % of Levy		0.000%	0.000%	5.691%	23.020%	20.389%	4.093%	1.696%	3.115%	4.170%	21.407%	11.832%	0.779%	
YTD % of Levy		0.000%	0.000%	5.691%	28.711%	49.100%	53.193%	54.889%	58.003%	62.173%	83.580%	95.412%	96.191%	96.191%
2011-12	\$ 511,971	\$ -	\$ -	\$ 35,208	\$ 76,460	\$ 130,640	\$ 20,887	\$ 9,735	\$ 18,952	\$ 20,561	\$ 95,982	\$ 73,165	\$ 1,594	\$ 483,183
Monthly % of Levy		0.000%	0.000%	6.877%	14.934%	25.517%	4.080%	1.902%	3.702%	4.016%	18.747%	14.291%	0.311%	
YTD % of Levy		0.000%	0.000%	6.877%	21.811%	47.328%	51.408%	53.310%	57.011%	61.027%	79.775%	94.066%	94.377%	94.377%
2010-11	\$ 521,987	\$ -	\$ -	\$ 36,950	\$ 117,904	\$ 94,113	\$ 20,577	\$ 8,333	\$ 16,058	\$ 23,414	\$ 57,521	\$ 115,824	\$ 2,188	\$ 492,882
Monthly % of Levy		0.000%	0.000%	7.079%	22.588%	18.030%	3.942%	1.596%	3.076%	4.486%	11.020%	22.189%	0.419%	
YTD % of Levy		0.000%	0.000%	7.079%	29.666%	47.696%	51.638%	53.234%	56.311%	60.796%	71.816%	94.005%	94.424%	94.424%
2009-10	\$ 521,987	\$ -	\$ -	\$ 18,016	\$ 162,453	\$ 68,463	\$ 19,835	\$ 8,406	\$ 14,016	\$ 23,732	\$ 83,662	\$ 93,418	\$ 5,538	\$ 497,538
Monthly % of Levy		0.000%	0.000%	3.451%	31.122%	13.116%	3.800%	1.610%	2.685%	4.546%	16.028%	17.897%	1.061%	
YTD % of Levy		0.000%	0.000%	3.451%	34.573%	47.689%	51.489%	53.099%	55.785%	60.331%	76.358%	94.255%	95.316%	95.316%
2008-09	\$ 521,987	\$ 3,092	\$ 5,258	\$ 28,852	\$ 114,652	\$ 103,767	\$ 19,665	\$ 8,657	\$ 19,651	\$ 23,579	\$ 85,124	\$ 89,470	\$ 5,084	\$ 506,850
Monthly % of Levy		0.592%	1.007%	5.527%	21.965%	19.879%	3.767%	1.658%	3.765%	4.517%	16.308%	17.140%	0.974%	
YTD % of Levy		0.592%	1.600%	7.127%	29.091%	48.971%	52.738%	54.396%	58.161%	62.678%	78.986%	96.126%	97.100%	97.100%
2007-08	\$ 521,987	\$ 2,728	\$ 6,019	\$ 34,817	\$ 121,672	\$ 102,108	\$ 18,243	\$ 8,972	\$ 21,373	\$ 21,505	\$ 62,429	\$ 114,828	\$ 3,987	\$ 518,680
Monthly % of Levy		0.523%	1.153%	6.670%	23.309%	19.561%	3.495%	1.719%	4.095%	4.120%	11.960%	21.998%	0.764%	
YTD % of Levy		0.523%	1.676%	8.346%	31.655%	51.216%	54.711%	56.430%	60.525%	64.645%	76.604%	98.603%	99.366%	99.366%
2006-07	\$ 521,987	\$ 2,316	\$ 6,404	\$ 38,530	\$ 108,899	\$ 100,100	\$ 26,992	\$ 12,404	\$ 22,767	\$ 23,748	\$ 100,475	\$ 73,818	\$ 3,176	\$ 519,629
Monthly % of Levy		0.444%	1.227%	7.381%	20.862%	19.177%	5.171%	2.376%	4.362%	4.550%	19.249%	14.142%	0.608%	
YTD % of Levy		0.444%	1.671%	9.052%	29.914%	49.091%	54.262%	56.638%	61.000%	65.550%	84.798%	98.940%	99.548%	99.548%
2005-06	\$ 521,987	\$ 2,411	\$ 5,583	\$ 37,172	\$ 43,418	\$ 88,197	\$ 17,561	\$ 13,679	\$ 17,743	\$ 27,017	\$ 137,502	\$ 37,410	\$ 4,603	\$ 432,296
Monthly % of Levy		0.462%	1.070%	7.121%	8.318%	16.895%	3.364%	2.621%	3.399%	5.176%	26.342%	7.167%	0.882%	
YTD % of Levy		0.462%	1.531%	8.653%	16.970%	33.867%	37.231%	39.852%	43.251%	48.427%	74.769%	81.936%	82.817%	82.817%

NORTHWEST FIRE DISTRICT  
COMPARISON OF REVENUE RECEIVED MONTHLY - CURRENT YEAR TO PRIOR YEAR

BOND LEVY															
REAL ESTATE & PERSONAL PROPERTY TAXES-C/Y															
FISCAL YEAR	LEVY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTALS	
2016-17	\$ 3,029,322	\$ -	\$ 528	\$ 220,072	\$ 706,028	\$ 583,776	\$ 102,357	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,612,760	
Monthly % of Levy		0.000%	0.017%	7.265%	23.306%	19.271%	3.379%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%		
YTD % of Levy		0.000%	0.017%	7.282%	30.589%	49.859%	53.238%	53.238%	53.238%	53.238%	53.238%	53.238%	53.238%	53.238%	53.238%
2015-16	\$ 3,105,123	\$ -	\$ -	\$ 213,080	\$ 684,922	\$ 606,761	\$ 110,826	\$ 38,196	\$ 97,804	\$ 147,402	\$ 575,078	\$ 453,247	\$ 15,916	\$ 2,943,233	
Monthly % of Levy		0.000%	0.000%	6.862%	22.058%	19.541%	3.569%	1.230%	3.150%	4.747%	18.520%	14.597%	0.513%		
YTD % of Levy		0.000%	0.000%	6.862%	28.920%	48.461%	52.030%	53.260%	56.410%	61.157%	79.677%	94.274%	94.786%	94.786%	94.786%
2014-15	\$ 3,105,123	\$ -	\$ 360	\$ 226,435	\$ 734,521	\$ 561,340	\$ 127,732	\$ 33,282	\$ 85,278	\$ 149,039	\$ 540,594	\$ 522,274	\$ 13,851	\$ 2,994,706	
Monthly % of Levy		0.000%	0.012%	7.292%	23.655%	18.078%	4.114%	1.072%	2.746%	4.800%	17.410%	16.820%	0.446%		
YTD % of Levy		0.000%	0.012%	7.304%	30.959%	49.037%	53.150%	54.222%	56.969%	61.768%	79.178%	95.998%	96.444%	96.444%	96.444%
2013-14	\$ 3,100,380	\$ -	\$ 325	\$ 236,579	\$ 811,711	\$ 499,644	\$ 105,454	\$ 39,837	\$ 94,613	\$ 188,130	\$ 600,432	\$ 417,446	\$ 14,987	\$ 3,009,160	
Monthly % of Levy		0.000%	0.010%	7.631%	26.181%	16.116%	3.401%	1.285%	3.052%	6.068%	19.366%	13.464%	0.483%		
YTD % of Levy		0.000%	0.010%	7.641%	33.822%	49.938%	53.339%	54.624%	57.676%	63.744%	83.110%	96.574%	97.058%	97.058%	97.058%
2012-13	\$ 3,104,230	\$ -	\$ -	\$ 163,237	\$ 679,452	\$ 692,257	\$ 113,621	\$ 40,193	\$ 101,156	\$ 130,517	\$ 659,009	\$ 409,518	\$ 16,767	\$ 3,005,728	
Monthly % of Levy		0.000%	0.000%	5.259%	21.888%	22.300%	3.660%	1.295%	3.259%	4.204%	21.229%	13.192%	0.540%		
YTD % of Levy		0.000%	0.000%	5.259%	27.146%	49.447%	53.107%	54.402%	57.661%	61.865%	83.094%	96.287%	96.827%	96.827%	96.827%
2011-12	\$ 3,104,630	\$ -	\$ -	\$ 205,798	\$ 444,968	\$ 857,423	\$ 115,432	\$ 61,826	\$ 119,102	\$ 120,958	\$ 615,598	\$ 469,512	\$ 6,523	\$ 3,017,138	
Monthly % of Levy		0.000%	0.000%	6.629%	14.332%	27.618%	3.718%	1.991%	3.836%	3.896%	19.828%	15.123%	0.210%		
YTD % of Levy		0.000%	0.000%	6.629%	20.961%	48.579%	52.297%	54.288%	58.124%	62.020%	81.849%	96.972%	97.182%	97.182%	97.182%
2010-11	\$ 3,370,693	\$ -	\$ -	\$ 215,741	\$ 792,654	\$ 597,707	\$ 117,362	\$ 54,407	\$ 116,726	\$ 142,878	\$ 364,749	\$ 790,976	\$ 16,723	\$ 3,209,923	
Monthly % of Levy		0.000%	0.000%	6.400%	23.516%	17.732%	3.482%	1.614%	3.463%	4.239%	10.821%	23.466%	0.496%		
YTD % of Levy		0.000%	0.000%	6.400%	29.917%	47.649%	51.131%	52.745%	56.208%	60.447%	71.268%	94.734%	95.230%	95.230%	95.230%
2009-10	\$ 1,487,151	\$ -	\$ -	\$ 46,990	\$ 459,952	\$ 196,319	\$ 48,397	\$ 24,109	\$ 40,832	\$ 68,657	\$ 224,196	\$ 278,720	\$ 10,150	\$ 1,398,322	
Monthly % of Levy		0.000%	0.000%	3.160%	30.928%	13.201%	3.254%	1.621%	2.746%	4.617%	15.076%	18.742%	0.683%		
YTD % of Levy		0.000%	0.000%	3.160%	34.088%	47.289%	50.544%	52.165%	54.910%	59.527%	74.603%	93.344%	94.027%	94.027%	94.027%
2008-09	\$ 1,824,084	\$ 14,887	\$ 23,402	\$ 75,135	\$ 383,906	\$ 381,335	\$ 51,528	\$ 20,925	\$ 51,971	\$ 75,016	\$ 293,391	\$ 329,180	\$ 3,665	\$ 1,704,341	
Monthly % of Levy		0.816%	1.283%	4.119%	21.047%	20.906%	2.825%	1.147%	2.849%	4.113%	16.084%	18.046%	0.201%		
YTD % of Levy		0.816%	2.099%	6.218%	27.265%	48.170%	50.995%	52.142%	54.991%	59.104%	75.188%	93.235%	93.435%	93.435%	93.435%
2007-08	\$ 2,558,876	\$ 262	\$ 1,312	\$ 142,648	\$ 545,569	\$ 570,375	\$ 77,984	\$ 35,867	\$ 84,931	\$ 96,842	\$ 281,760	\$ 610,655	\$ 3,486	\$ 2,451,692	
Monthly % of Levy		0.010%	0.051%	5.575%	21.321%	22.290%	3.048%	1.402%	3.319%	3.785%	11.011%	23.864%	0.136%		
YTD % of Levy		0.010%	0.062%	5.636%	26.957%	49.247%	52.294%	53.696%	57.015%	60.800%	71.811%	95.675%	95.811%	95.811%	95.811%
2006-07	\$ 684,370	\$ 807	\$ 349	\$ 42,434	\$ 131,041	\$ 132,947	\$ 23,400	\$ 11,713	\$ 28,198	\$ 26,422	\$ 122,219	\$ 92,723	\$ 860	\$ 613,111	
Monthly % of Levy		0.118%	0.051%	6.200%	19.148%	19.426%	3.419%	1.711%	4.120%	3.861%	17.859%	13.549%	0.126%		
YTD % of Levy		0.118%	0.169%	6.369%	25.517%	44.943%	48.362%	50.074%	54.194%	58.055%	75.913%	89.462%	89.588%	89.588%	89.588%
2005-06	\$ 912,789	\$ -	\$ 48	\$ 52,929	\$ 232,329	\$ 164,543	\$ 25,278	\$ 17,135	\$ 28,790	\$ 44,500	\$ 265,787	\$ 50,951	\$ 1,897	\$ 884,187	
Monthly % of Levy		0.000%	0.005%	5.799%	25.453%	18.026%	2.769%	1.877%	3.154%	4.875%	29.118%	5.582%	0.208%		
YTD % of Levy		0.000%	0.005%	5.804%	31.257%	49.283%	52.052%	53.929%	57.083%	61.959%	91.077%	96.659%	96.867%	96.867%	96.867%





## NORTHWEST FIRE DISTRICT AZ

## Monthly Check Report

By Check Num

Date Range: 12/01/2016 - 12/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP-AP - WELLS FARGO</b>						
1777	GRASHAM, JAMES	12/02/2016	Regular	0.00	2,412.50	23226
2988	ARIZONA SPRING COMPANY	12/02/2016	Regular	0.00	1,861.19	23227
1083	ARROW INTERNATIONAL	12/02/2016	Regular	0.00	7,676.15	23228
0982	BARNES & NOBLE BOOKSELLERS, INC.	12/02/2016	Regular	0.00	483.21	23229
1363	BATTERY SYSTEMS INC.	12/02/2016	Regular	0.00	3,395.92	23230
4057	BENAVIDEZ LAW GROUP, P.C.	12/02/2016	Regular	0.00	4,038.00	23231
1057	BENEFIT COMMERCE GROUP	12/02/2016	Regular	0.00	10,092.00	23232
0172	CDW GOVERNMENT, INC.	12/02/2016	Regular	0.00	3,662.52	23233
4329	CENTURYLINK BUSINESS SERVICES	12/02/2016	Regular	0.00	14.35	23234
1385	CHARLES HIGGINS	12/02/2016	Regular	0.00	169.00	23235
2444	DRAPER, SCOTT	12/02/2016	Regular	0.00	208.67	23236
1103	FEDERAL EXPRESS CORPORATION	12/02/2016	Regular	0.00	201.38	23237
2838	FLEETPRIDE	12/02/2016	Regular	0.00	2,219.25	23238
1513	FLOWING WELLS IRRIGATION DIST	12/02/2016	Regular	0.00	177.19	23239
0128	G&K SERVICES	12/02/2016	Regular	0.00	221.94	23240
3682	GLOBALSTAR LLC	12/02/2016	Regular	0.00	139.75	23241
1136	HOLMES TUTTLE FORD	12/02/2016	Regular	0.00	295.92	23242
1156	JIM CLICK AUTOMOTIVE GROUP	12/02/2016	Regular	0.00	102.65	23243
1225	JOE CRISTIANI'S DRINKING WATER SYSTEMS, LLC	12/02/2016	Regular	0.00	588.06	23244
3888	LOWE'S COMPANIES, INC.	12/02/2016	Regular	0.00	2,138.33	23245
1350	MATTRESS MAKERS, INC.	12/02/2016	Regular	0.00	1,748.46	23246
3599	MCI	12/02/2016	Regular	0.00	69.61	23247
1181	MERLES AUTOMOTIVE SUPPLY	12/02/2016	Regular	0.00	1,104.57	23248
1182	METRO WATER DISTRICT	12/02/2016	Regular	0.00	885.86	23249
0867	MINER SOUTHWEST	12/02/2016	Regular	0.00	6,011.53	23250
3956	MUNICIPAL EMERGENCY SVCS, INC.	12/02/2016	Regular	0.00	244.50	23251
1179	OFFICE MAX INCORPORATED	12/02/2016	Regular	0.00	307.34	23252
1166	PRECISION OUTDOOR POWER	12/02/2016	Regular	0.00	20.00	23253
0255	RC JANITORIAL SERVICES, INC.	12/02/2016	Regular	0.00	2,539.10	23254
0225	REDBURN TIRE COMPANY	12/02/2016	Regular	0.00	9,821.77	23255
2889	RICOH USA, INC.	12/02/2016	Regular	0.00	2,441.66	23256
3455	SENERGY PETROLEUM LLC	12/02/2016	Regular	0.00	1,390.94	23257
0425	SPEEDPRO IMAGING	12/02/2016	Regular	0.00	4,857.23	23258
4347	UPS	12/02/2016	Regular	0.00	12.08	23259
3456	UPS STORE, THE	12/02/2016	Regular	0.00	63.54	23260
1323	W. W. WILLIAMS	12/02/2016	Regular	0.00	21,230.70	23261
1040	XEROX BUSINESS SERVICES LLC	12/02/2016	Regular	0.00	3,510.00	23262
0827	YARBOROUGH, PATRICIA	12/02/2016	Regular	0.00	74.08	23263
1392	BERNADETTE SAYRE	12/09/2016	Regular	0.00	95.84	23264
1388	CENPATICO INTEGRATED CARE	12/09/2016	Regular	0.00	375.76	23265
1388	CENPATICO INTEGRATED CARE	12/09/2016	Regular	0.00	420.28	23266
1388	CENPATICO INTEGRATED CARE	12/09/2016	Regular	0.00	377.90	23267
1388	CENPATICO INTEGRATED CARE	12/09/2016	Regular	0.00	365.67	23268
1388	CENPATICO INTEGRATED CARE	12/09/2016	Regular	0.00	365.37	23269
1390	DAVID J. MOLINAR AND JUDITH A. MOLINAR	12/09/2016	Regular	0.00	88.60	23270
1389	EDWARD E. BASSFORD JR	12/09/2016	Regular	0.00	98.59	23271
1391	HAROLD K. ANDERSON	12/09/2016	Regular	0.00	88.46	23272
1394	SECURE HORIZONS MEDICARE DIRECT	12/09/2016	Regular	0.00	271.45	23273
1393	UNITED HEALTHCARE	12/09/2016	Regular	0.00	318.75	23274
3257	ALL THE KINGS FLAGS	12/09/2016	Regular	0.00	1,123.58	23275
1206	ALVARADO, ERICA D.	12/09/2016	Regular	0.00	14.75	23276
4602	AMERICAN OUTDOOR POWER	12/09/2016	Regular	0.00	312.67	23277
0101	ARIZONA GLOVE & SAFETY	12/09/2016	Regular	0.00	188.90	23278
1666	AUTO SAFETY HOUSE	12/09/2016	Regular	0.00	13,358.81	23279

Attachment: December 2016 Monthly Check Report (FR-2017-2 : Financial Reports)



## Monthly Check Report

Date Range: 12/01/2016 - 12/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1057	BENEFIT COMMERCE GROUP	12/09/2016	Regular	0.00	940.00	23280
0872	BILL'S HOME SERVICE CO.	12/09/2016	Regular	0.00	480.00	23281
0961	BRADY INDUSTRIES	12/09/2016	Regular	0.00	1,598.26	23282
1070	COSTCO RETAIL SRVCS	12/09/2016	Regular	0.00	221.81	23283
2334	CULLIGAN WATER	12/09/2016	Regular	0.00	7.03	23284
1250	DP SOLUTIONS	12/09/2016	Regular	0.00	222.71	23285
1367	ELECTIONS OPERATIONS SERVICES	12/09/2016	Regular	0.00	13,276.80	23286
0344	FIT TECH, LLC	12/09/2016	Regular	0.00	150.00	23287
4543	HENRY SCHEIN INC	12/09/2016	Regular	0.00	1,688.96	23288
3260	HOOK-FAST SPECIALTIES INC	12/09/2016	Regular	0.00	426.47	23289
2840	L N CURTIS & SONS	12/09/2016	Regular	0.00	809.07	23290
1133	MAHONEY GROUP, THE - TUCSON	12/09/2016	Regular	0.00	361.00	23291
0854	MALLORY SAFETY AND SUPPLY	12/09/2016	Regular	0.00	1,292.10	23292
1826	MARANA WATER	12/09/2016	Regular	0.00	229.38	23293
2490	OFFICE DEPOT	12/09/2016	Regular	0.00	2,894.77	23294
0225	REDBURN TIRE COMPANY	12/09/2016	Regular	0.00	4,094.81	23295
1284	TUCSON ELECTRIC POWER	12/09/2016	Regular	0.00	2,787.19	23296
1297	TULLER TROPHY FACTORY	12/09/2016	Regular	0.00	197.82	23297
0638	VISION BUSINESS PRODUCTS OF ARIZONA	12/09/2016	Regular	0.00	128.44	23298
1314	WASTE MGMT OF TUCSON INC	12/09/2016	Regular	0.00	828.40	23299
3115	WELL AMERICA	12/09/2016	Regular	0.00	7,547.70	23300
1348	WEX BANK	12/09/2016	Regular	0.00	12,627.27	23301
1230	AGATHOS LABORATORIES INC.	12/19/2016	Regular	0.00	2,179.00	23315
0685	AMERICAN HOSE & RUBBER CO., INC.	12/19/2016	Regular	0.00	450.24	23316
1253	AMERICAN TOWER CORPORATION	12/19/2016	Regular	0.00	2,008.44	23317
0869	ARIZONA AUTO REFRIGERATION	12/19/2016	Regular	0.00	50.79	23318
3259	ARIZONA SECRETARY OF STATE	12/19/2016	Regular	0.00	25.00	23319
0486	ARIZONA STATE UNIVERSITY	12/19/2016	Regular	0.00	650.00	23320
1269	ASSETWORKS LLC	12/19/2016	Regular	0.00	4,350.00	23321
1666	AUTO SAFETY HOUSE	12/19/2016	Regular	0.00	137.15	23322
2951	AZ SOCIETY OF CPA'S	12/19/2016	Regular	0.00	250.00	23323
1117	BOSSE ROLLMAN PC	12/19/2016	Regular	0.00	585.00	23324
0172	CDW GOVERNMENT, INC.	12/19/2016	Regular	0.00	311.00	23325
1308	CENTURYLINK	12/19/2016	Regular	0.00	1,446.75	23326
1067	CITY OF TUCSON	12/19/2016	Regular	0.00	82,640.42	23327
3591	CONTINENTAL RANCH ACE HARDWARE	12/19/2016	Regular	0.00	236.68	23328
1304	COX COMMUNICATIONS PHOENIX	12/19/2016	Regular	0.00	94.39	23329
4657	DISH NETWORK	12/19/2016	Regular	0.00	68.21	23330
1329	ENTERPRISE FM TRUST	12/19/2016	Regular	0.00	6,935.54	23331
3122	GOVERNMENT FINANCE OFFICERS ASSOCIATION	12/19/2016	Regular	0.00	280.00	23332
3690	HARTFORD, THE	12/19/2016	Regular	0.00	10,777.02	23333
3541	INLAND KENWORTH INC	12/19/2016	Regular	0.00	26.17	23334
0504	ISG/INFRASYS	12/19/2016	Regular	0.00	1,561.50	23335
0558	KIMBALL MIDWEST	12/19/2016	Regular	0.00	931.55	23336
4272	LEVEL 3 COMMUNICATIONS	12/19/2016	Regular	0.00	2,623.84	23337
0725	LOGICALIS, INC.	12/19/2016	Regular	0.00	119,077.23	23338
3888	LOWE'S COMPANIES, INC.	12/19/2016	Regular	0.00	1,827.35	23339
4320	ORO VALLEY WATER UTILITY	12/19/2016	Regular	0.00	282.91	23340
1226	PHYSIO-CONTROL, INC.	12/19/2016	Regular	0.00	8,649.73	23341
3535	PIMA CO RECORDER	12/19/2016	Regular	0.00	11,044.85	23342
1692	PIMA COMMUNITY COLLEGE	12/19/2016	Regular	0.00	35,720.50	23343
1396	PIMA COUNTY ELECTIONS DEPARTMENT	12/19/2016	Regular	0.00	53,004.00	23344
1242	RACY/ASSOCIATES INCORPORATED	12/19/2016	Regular	0.00	2,000.00	23345
0343	RWC INTERNATIONAL, LTD	12/19/2016	Regular	0.00	1,978.67	23346
1008	SCHLEICHER, MARK	12/19/2016	Regular	0.00	211.95	23347
3858	SELERIX, INC.	12/19/2016	Regular	0.00	2,400.00	23348
1278	SOUTHWEST GAS CORP	12/19/2016	Regular	0.00	1,041.68	23349
1885	TRICO ELECTRIC COOPERATIVE	12/19/2016	Regular	0.00	1,592.27	23350
1300	UNITED FIRE EQUIPMENT CO	12/19/2016	Regular	0.00	52.15	23351
4347	UPS	12/19/2016	Regular	0.00	20.50	23352
3294	VERIZON WIRELESS	12/19/2016	Regular	0.00	6,990.03	23353

Attachment: December 2016 Monthly Check Report (FR-2017-2 : Financial Reports)

## Monthly Check Report

Date Range: 12/01/2016 - 12/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0059	WIZARD EDUCATION LLC	12/19/2016	Regular	0.00	5,850.00	23354
1430	AZ DEPT OF REVENUE-USE TAX	12/20/2016	Regular	0.00	627.34	23355
0006	GOVERNMENT FINANCE OFFICERS ASSOCIATION	12/20/2016	Regular	0.00	435.00	23356
3535	PIMA CO RECORDER	12/22/2016	Regular	0.00	750.00	23358
3646	AFDA	12/23/2016	Regular	0.00	1,015.00	23359
1336	ARIZONA COMMUNICATION EXPERTS, INC.	12/23/2016	Regular	0.00	13,065.17	23360
3445	ARIZONA DEPT OF PUBLIC SAFETY	12/23/2016	Regular	0.00	22.00	23361
1355	BALLARD SPAHR	12/23/2016	Regular	0.00	297.50	23362
0498	BASIC	12/23/2016	Regular	0.00	450.00	23363
1363	BATTERY SYSTEMS INC.	12/23/2016	Regular	0.00	208.14	23364
4057	BENAVIDEZ LAW GROUP, P.C.	12/23/2016	Regular	0.00	3,640.00	23365
1299	CITY OF TUCSON WATER/SEWER	12/23/2016	Regular	0.00	3,035.32	23366
2185	CULLINEY, SEAN	12/23/2016	Regular	0.00	457.85	23367
4657	DISH NETWORK	12/23/2016	Regular	0.00	46.81	23368
3931	ELLIOTT ELECTRONIC SUPPLY	12/23/2016	Regular	0.00	46.34	23369
1126	HEINFELD, MEECH & CO., P C	12/23/2016	Regular	0.00	4,010.00	23370
4543	HENRY SCHEIN INC	12/23/2016	Regular	0.00	669.15	23371
0792	HORTICULTURE UNLIMITED	12/23/2016	Regular	0.00	2,573.33	23372
0541	HUGHES FIRE EQUIPMENT, INC.	12/23/2016	Regular	0.00	4,328.98	23373
1327	INTERMEDIX	12/23/2016	Regular	0.00	8,517.47	23374
1058	JACKSON, COLT	12/23/2016	Regular	0.00	425.25	23375
1404	JD FITZGERALD	12/23/2016	Regular	0.00	200.00	23376
4380	MCQUOWN, RYAN	12/23/2016	Regular	0.00	135.00	23377
1181	MERLES AUTOMOTIVE SUPPLY	12/23/2016	Regular	0.00	1,612.91	23378
1228	PIMA CO GOV'T. REVENUE MGMT DIV.	12/23/2016	Regular	0.00	13,365.00	23379
0913	PUEBLO MECHANICAL & CONTROLS, INC.	12/23/2016	Regular	0.00	8,055.99	23380
2889	RICOH USA, INC.	12/23/2016	Regular	0.00	515.05	23381
1201	RURAL METRO CORPORATION	12/23/2016	Regular	0.00	12,848.47	23382
1284	TUCSON ELECTRIC POWER	12/23/2016	Regular	0.00	12,308.78	23383
4189	WATSON, GARY	12/23/2016	Regular	0.00	510.30	23384
3115	WELL AMERICA	12/23/2016	Regular	0.00	7,232.50	23385
4361	XEROX CORPORATION	12/23/2016	Regular	0.00	286.63	23386
4030	ZENT, JOSHUA	12/23/2016	Regular	0.00	510.30	23387
3646	AFDA	12/30/2016	Regular	0.00	185.00	23408
0872	BILL'S HOME SERVICE CO.	12/30/2016	Regular	0.00	480.00	23409
1691	C & S LOCKSMITHS INC	12/30/2016	Regular	0.00	120.00	23410
1082	CREATIVE COMMUNICATIONS INC	12/30/2016	Regular	0.00	15,216.49	23411
0439	FASTENAL	12/30/2016	Regular	0.00	209.86	23412
0820	FIRE STATION OUTFITTERS	12/30/2016	Regular	0.00	2,700.00	23413
0360	FREIGHTLINER STERLING-WESTERN STAR OF AZ	12/30/2016	Regular	0.00	3,527.82	23414
4012	GILBERT ELECTRIC CO., INC.	12/30/2016	Regular	0.00	1,984.12	23415
1358	HOTSY INDUSTRIAL SYSTEMS	12/30/2016	Regular	0.00	136.51	23416
1327	INTERMEDIX	12/30/2016	Regular	0.00	12,198.17	23417
2420	JFTC NORTH TIRE - INA RD	12/30/2016	Regular	0.00	-2,652.42	23418
2420	JFTC NORTH TIRE - INA RD	12/30/2016	Regular	0.00	2,652.42	23418
0468	KEELEY, BRIAN	12/30/2016	Regular	0.00	1,605.88	23419
2840	L N CURTIS & SONS	12/30/2016	Regular	0.00	300.00	23420
0725	LOGICALIS, INC.	12/30/2016	Regular	0.00	4,731.03	23421
0854	MALLORY SAFETY AND SUPPLY	12/30/2016	Regular	0.00	5,580.96	23422
0488	MARKEN PPE RESTORATION	12/30/2016	Regular	0.00	285.61	23423
1163	MATHESON TRI-GAS, INC.	12/30/2016	Regular	0.00	414.55	23424
1312	MOORE MEDICAL LLC	12/30/2016	Regular	0.00	1,080.58	23425
0575	O'REILLY AUTO PARTS	12/30/2016	Regular	0.00	294.90	23426
0868	PIONEER PLUMBING, INC.	12/30/2016	Regular	0.00	1,416.31	23427
1166	PRECISION OUTDOOR POWER	12/30/2016	Regular	0.00	62.44	23428
3037	PRECISION TOOL & CONSTRUCTION	12/30/2016	Regular	0.00	58.69	23429
1218	PURCELL TIRE AND SERVICE CENTERS	12/30/2016	Regular	0.00	1,117.01	23430
0255	RC JANITORIAL SERVICES, INC.	12/30/2016	Regular	0.00	2,925.30	23431
0225	REDBURN TIRE COMPANY	12/30/2016	Regular	0.00	769.16	23432
2391	ROLLMAN, MICHAEL	12/30/2016	Regular	0.00	40.99	23433
0151	STAPLES BUSINESS ADVANTAGE	12/30/2016	Regular	0.00	111.83	23434

Attachment: December 2016 Monthly Check Report (FR-2017-2 : Financial Reports)

## Monthly Check Report

Date Range: 12/01/2016 - 12/31/2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1153	STRYKER SALES CORPORATION	12/30/2016	Regular	0.00	2,781.20	23435
1294	TRACE ANALYTICS INC	12/30/2016	Regular	0.00	297.60	23436
1295	TRUCK & TRAILER PARTS	12/30/2016	Regular	0.00	404.42	23437
0638	VISION BUSINESS PRODUCTS OF ARIZONA	12/30/2016	Regular	0.00	574.79	23438
3645	WAXIE SANITARY SUPPLY	12/30/2016	Regular	0.00	6,065.78	23439
0640	WORLD WIDE TECHNOLOGY	12/30/2016	Regular	0.00	61.90	23440
1192	ZOLL MEDICAL CORPORATION	12/30/2016	Regular	0.00	253.73	23441
3699	AMERICAN EXPRESS	12/30/2016	Bank Draft	0.00	16,561.63	DFT000157

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	463	182	0.00	710,315.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,652.42
Bank Drafts	22	1	0.00	16,561.63
EFT's	0	0	0.00	0.00
	<b>485</b>	<b>184</b>	<b>0.00</b>	<b>724,224.67</b>

**Fund Summary**

Fund	Name	Period	Amount
999	POOLED CASH	12/2016	724,224.67
			<u>724,224.67</u>



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.A

### SCHEDULED

### MEMORANDUM NO. 2017-24

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Dave Gephart, Finance Director  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Overview, Discussion and Possible Action on Draft 2017-18 Baseline Budget Package and Secondary Assessed Values for Tax Year 2017-2018 Abstract from the Pima County Assessor's Office; Possible General Fund and Capital Fund Additions to the Draft Baseline Budget; Any and All District Revenues and Expenses May be Discussed and Acted Upon; the 2017-2018 Budget Process May Also be Discussed; the Draft Budget's Potential Impact on the District's Tax Rate May Also be Discussed; Advantages and Disadvantages of Any Budget Options Will Also be Discussed; Proposed Timing of Capital Expenses May Also be Discussed

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#### **RECOMMENDATION:**

N/A

#### **MOTION:**

N/A

#### **DISCUSSION:**

This is the first opportunity this budget season to see how the budget is shaping up, and have discussion on direction, remaining challenges and potential adjustments moving forward. As a reminder, this year the District is utilizing a "Baseline Budget" premise, which basically takes the current year budget as a baseline and adjusts for anticipated changes for next fiscal year.

#### **General Fund Resources:**

Page 1 shows estimated General Fund resources available next fiscal year. Beginning fund balance, as represented by "Available Cash on Hand", is \$5 M. I have also included ambulance revenues of \$2.3 M. As with last year, these ambulance revenues will be removed in future budget iterations, along with allocated ambulance costs. But for now, they are included to get a sense of total revenue/total cost. Taxes estimated to be received are estimated at \$29.156 M. This is an increase in levy of approximately \$1.2 M over the current year with the assumption that the District Tax Rate remains the same (\$2.70 per 100). This is predicated on the District's assessed value increasing from \$1,035,651,466 to \$1,080,073,267 next fiscal year, an increase of 4.29%. Total resources are estimated at **\$38,429,944**.



**General Fund Requirements:***Assumptions -*

- 1) As discussed at the last governing board meeting, the increase in PSPRS rate from 21.48% to 30.84% has been included in the personnel cost computations.
- 2) No step increase for next year is contemplated.
- 3) Support vacancies include the following positions which have carried over from the current year budget: Office Manager, CAP Manager, IT Manager, Plans Examiner, Division Chief, Part-time Fleet Assistant
- 4) Operations vacancies include the following 10 positions: (1) BC, (2) Captains, (5) Medics, (2) Firefighters. SAFER employees hired in the current academy are not included, as they will be budgeted in a separate fund (Grants).
- 5) As mentioned above, no ambulance allocation has been reflected yet. This will, in some cases, cause budget comparisons to the current year to look different.
- 6) No adjustment has yet been made for the current year academy costs. It is possible another academy is necessary for next year, but the shape and makeup of what the academy looks like will cause financial adjustments in future budget iterations.
- 7) Election costs have been included, however, this capacity will likely be reallocated to other District needs in future budget iterations as an election will no be held next fiscal year.
- 8) No overtime reduction has been contemplated as of yet. However, it is expected that overtime will decrease significantly next year due to the infusion of the 23 additional firefighters hired with SAFER funds.

With the above assumptions highlighted, the total General Fund expenditures is estimated to be **\$32,618,756**. Adding in \$5 M for carryforward to the following year leaves \$811,188 for capital needs. Historically, we have been averaging about \$1.9 M in capital costs so we are short about \$1.1 M from that norm. District staff is currently in the process of prioritizing capital requests, so we don't have a good sense of what will be recommended or the estimated financial impact of the recommendations as of yet. Those capital recommendations will be presented at a future board meeting.

**FISCAL IMPACT:**

As presented.

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

- 2017 18 General fund Budget (PDF)

FORM  
LB-20RESOURCES  
General  
(Fund)

## Northwest Fire District

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2018		
Actual		Adopted Budget This Year 2017	Proposed By Budget Officer		Approved As Tentative Budget	Adopted Budget	
Second Preceding Year 2015	First Preceding Year 2016						
7,826,602	6,396,199	5,000,000	Available cash on hand	5,000,000			
765,668	641,374	400,000	Previously levied taxes estimated to be received	400,000			
59,694	64,744	50,000	Interest	50,000			
			OTHER RESOURCES				
			Ambulance Revenues				
	-	-	FDAT	2,300,000			
399,975	393,577	390,000	Dispatch revenue	390,000			
777,598	608,922	600,000	Fire protection fees	600,000			
13,303	13,423	10,000	Out of District Response Fees	10,000			
965	-	-	Prevention review fees	-			
213,112	282,538	150,000	EMS standby revenue	150,000			
2,002	9,443	-	EMS ride along fees	-			
147,874	1,588	-	Insurance reimbursements	-			
306,687	283,378	300,000	Rents/leases	280,000			
102,750	47,250	45,000	Facility use	45,000			
20,461	24,382	20,000	Donations/contributions	20,000			
1,014	542	-	Training revenue	-			
19,160	3,588	20,000	Technology maintenance revenue	3,500			
32,355	24,895	32,000	Miscellaneous	25,000			
2,726	956	2,500		-			
10,691,946	8,796,799	7,019,500	Total resources, except taxes to be levied	9,273,500			
		27,957,283	Taxes estimated to be received	29,156,444	-		
24,493,804	25,156,399		Taxes collected in year levied				
35,185,750	33,953,198	34,976,783	TOTAL RESOURCES	38,429,944		-	

\*Includes ending balance from prior year

Attachment: 2017 18 General fund Budget (2017-24 : Baseline Budget)

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**FIRE CHIEF**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2016 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	156,836.77	162,897.00	165,865.96		
1190	PTO Paid Out	-	4,887.00	4,975.98		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	10,583.00	10,583.00	10,583.00		
1212	Dental Insurance	457.00	489.00	488.99		
1213	Vision Insurance	96.00	96.00	96.00		
1215	PSPRS-Cancer Insurance	50.00	50.00	50.00		
1216	Life Insurance	57.60	60.00	60.00		
1218	STD Insurance	216.24	572.00	582.74		
1231	Medicare	2,270.98	2,433.00	2,477.21		
1250	PSPRS	44,529.44	36,040.00	52,687.65		
1270	Workers Compensation	5,982.14	8,758.00	8,917.95		
1280	Deferred Compensation	17,563.99	18,456.00	18,792.61		
1290	PEHP	799.05	1,678.00	1,708.42		
<b>TOTAL PERSONNEL COSTS</b>		<b>239,442.21</b>	<b>246,999.00</b>	<b>267,286.51</b>	-	-
2110	Office Supplies	189.75	100.00	100.00		
2139	Operational Equipment	92.50	-	-		
2160	Dues, Memberships & Subscripti	2,028.50	1,500.00	1,500.00		
2170	Travel & Per Diem	3,805.34	3,000.00	3,000.00		
2177	Meals & Entertainment	1,206.35	2,000.00	2,000.00		
2180	Training	1,074.00	5,000.00	5,000.00		
2185	Miscellaneous	-	-	-		
2191	Tuition Reimbursement	-	-	-		
2196	Employee Recognition	4,530.68	1,500.00	1,500.00		
2198	Books & Periodicals	-	-	-		
2270	Organizational Development	-	3,500.00	3,500.00		
2310	Cell Phones & Pagers	1,565.86	2,200.00	2,200.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>14,492.98</b>	<b>18,800.00</b>	<b>18,800.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>253,935.19</b>	<b>265,799.00</b>	<b>286,086.51</b>	-	-

**BASELINE BUDGETING WORKSHEETS  
FY 17/18 BUDGET YEAR**

**FIRE OPERATIONS-ADMIN**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	258,633.93	884,255.00	987,200.26		
1190	PTO Paid Out	14,905.21	26,528.00	29,616.01		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	21,166.00	84,664.00	95,247.00		
1212	Dental Insurance	914.00	3,912.00	4,400.91		
1213	Vision Insurance	192.00	768.00	864.00		
1215	PSPRS Cancer Insurance	100.00	400.00	450.00		
1216	Life Insurance	115.20	480.00	540.00		
1218	STD Insurance	432.48	3,107.00	3,468.36		
1231	Medicare	3,797.65	13,206.00	14,743.84		
1250	PSPRS	53,014.44	192,764.00	304,452.56		
1270	Workers Compensation	9,614.52	47,543.00	53,077.81		
1280	Deferred Compensation	94.91	-	-		
1290	PEHP	1,598.10	9,107.00	10,168.16		
<b>TOTAL PERSONNEL COSTS</b>		<b>364,578.44</b>	<b>1,266,734.00</b>	<b>1,504,228.90</b>	-	-
2110	Office Supplies	108.59	100.00	100.00		
2111	Photographic Supplies	-	-	-		
2139	Operational Equipment	-	200.00	200.00		
2140	Operational Supplies	-	200.00	200.00		
2160	Dues, Memberships & Subscripti	549.26	1,000.00	1,000.00		
2170	Travel & Per Diem	2,656.67	8,900.00	8,900.00		
2177	Meals & Entertainment	205.00	400.00	400.00		
2180	Training	1,415.70	4,200.00	4,200.00		
2182	Field Projects	-	-	-		
2198	Books & Periodicals	-	-	-		
2310	Cell Phones & Pagers	1,703.77	2,000.00	2,000.00		
2360	Television	804.16	1,000.00	1,000.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>7,443.15</b>	<b>18,000.00</b>	<b>18,000.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>372,021.59</b>	<b>1,284,734.00</b>	<b>1,522,228.90</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**ADMINISTRATIVE SERVICES**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2016 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	-	65,472.00	67,875.00		
1120	Hourly	113,244.01	119,725.00	122,012.80		
1150	Overtime	573.97	1,493.00	1,570.40		
1190	PTO Paid Out	13,269.78	5,601.00	5,743.75		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	31,749.00	42,332.00	42,332.00		
1212	Dental Insurance	1,371.00	1,956.00	1,955.96		
1213	Vision Insurance	288.00	384.00	384.00		
1216	Life Insurance	168.00	240.00	240.00		
1218	STD Insurance	350.39	961.00	986.01		
1230	Social Security	8,297.20	11,922.00	12,226.52		
1231	Medicare	1,940.44	2,788.00	2,859.43		
1251	ASRS-Retirement	13,052.31	22,075.00	22,638.78		
1270	Workers Comp	404.89	731.00	749.37		
1290	PEHP	2,397.15	1,923.00	1,972.02		
<b>TOTAL PERSONNEL COSTS</b>		<b>187,106.14</b>	<b>277,603.00</b>	<b>283,546.03</b>	-	-
2110	Office Supplies	1,990.22	3,500.00	3,500.00		
2112	Copier Supplies	2,055.98	2,500.00	2,500.00		
2115	Fees	1,765.00	3,600.00	3,600.00		
2120	Printing & Duplicating	260.64	500.00	500.00		
2130	Computer Supplies	-	200.00	200.00		
2150	Postage & Mailings	10,842.09	6,588.00	9,000.00		
2160	Dues, Memberships & Subscr	1,358.00	1,500.00	1,500.00		
2170	Travel & Per Diem	853.31	2,000.00	2,000.00		
2177	Meals & Entertainment	-	-	-		
2180	Training	2,319.00	3,000.00	3,000.00		
2195	Election Costs	-	50,000.00	50,000.00		
2198	Books & Periodicals	-	200.00	200.00		
2220	Computer Services	-	-	-		
2223	Consultants-General	26,500.00	29,000.00	29,000.00		
2227	Contract Labor	2,718.66	5,000.00	5,000.00		
2230	Engineering & Architectural	-	5,000.00	5,000.00		
2250	Job & Legal Advertising	2,198.29	7,000.00	7,000.00		
2260	Legal	48,296.92	59,045.00	80,662.00		
2310	Cell Phones & Pagers	372.84	1,275.00	1,275.00		
2320	Electric	29,144.55	30,000.00	30,000.00		
2340	Refuse Removal	813.70	1,000.00	1,000.00		
2350	Telephone	17,463.91	18,000.00	18,000.00		
2370	Water & Sewer	536.54	900.00	900.00		
2410	Claim Settlement	(3,136.31)	5,000.00	5,000.00		
2430	Gen. Liab. & Auto Insurance	158,758.17	124,440.00	170,000.00		
2540	Building Services	300.00	-	-		
2542	Janitorial Services	-	-	-		
2560	Equipment Services	-	500.00	500.00		
2620	Equipment Rental	14,911.67	10,400.00	10,400.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>320,323.18</b>	<b>370,148.00</b>	<b>439,737.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>507,429.32</b>	<b>647,751.00</b>	<b>723,283.03</b>	-	-



**BASELINE BUDGETING WORKSHEETS  
FY 17/18 BUDGET YEAR**

**HUMAN RESOURCES**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	117,843.15	118,075.00	118,075.10		
1120	Hourly	147,877.86	143,343.00	144,996.80		
1150	Overtime	4,145.26	2,867.00	2,899.94		
1190	PTO Paid Out	8,024.89	7,929.00	7,979.16		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	42,332.00	42,332.00	42,332.00		
1212	Dental Insurance	1,828.00	1,956.00	1,955.96		
1213	Vision Insurance	384.00	384.00	384.00		
1216	Life Insurance	230.40	240.00	240.00		
1217	AD&D Insurance	10,777.02	11,000.00	11,000.00		
1218	STD Insurance	683.09	1,361.00	1,369.75		
1230	Social Security	16,344.24	16,877.00	16,984.96		
1231	Medicare	3,852.40	3,947.00	3,972.29		
1251	ASRS-Retirement	30,946.55	31,250.00	31,449.57		
1270	Workers Comp	861.17	1,035.00	1,041.01		
1290	PEHP	3,196.20	2,722.00	2,739.51		
<b>TOTAL PERSONNEL COSTS</b>		<b>389,326.23</b>	<b>385,318.00</b>	<b>387,420.05</b>	-	-
2110	Office Supplies	2,989.48	2,000.00	2,000.00		
2120	Printing & Duplicating	39.76	2,000.00	2,000.00		
2160	Dues, Memberships & Subscr	3,543.93	3,448.00	3,448.00		
2170	Travel & Per Diem	-	2,632.00	2,632.00		
2177	Meals & Entertainment	2,001.84	2,500.00	2,500.00		
2180	Training	3,115.00	3,742.00	3,742.00		
2196	Employee Recognition	102.69	-	-		
2198	Books & Periodicals	-	1,000.00	1,000.00		
2223	Consultants - General	-	40,000.00	40,000.00		
2227	Contract Labor	-	-	-		
2235	Evaluation Services	-	-	-		
2240	Health Services	16,514.50	76,860.00	105,000.00		
2250	Job & Legal Advertising	(314.25)	-	-		
2270	Organizational Development	3,837.80	5,793.00	5,793.00		
2280	Recruitment	12,825.14	9,000.00	9,000.00		
2290	Testing & Background Svcs	6,621.90	6,000.00	6,000.00		
2310	Cell Phones & Pagers	1,444.13	1,650.00	1,650.00		
2450	Unemployment Insurance	-	-	-		
2540	Building Services	300.00	350.00	350.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>53,021.92</b>	<b>156,975.00</b>	<b>185,115.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>442,348.15</b>	<b>542,293.00</b>	<b>572,535.05</b>	-	-



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**FINANCE**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	183,832.43	188,900.00	191,900.02		
1120	Hourly	147,578.71	150,904.00	159,681.60		
1150	Overtime-Unscheduled	567.82	3,018.00	3,193.63		
1190	PTO Paid Out	4,018.27	10,284.00	10,643.26		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	52,915.00	52,915.00	52,915.00		
1212	Dental Insurance	2,285.00	2,445.00	2,444.95		
1213	Vision Insurance	480.00	480.00	480.00		
1216	Life Insurance	285.60	300.00	300.00		
1218	STD Insurance	897.38	1,766.00	1,827.09		
1230	Social Security	21,258.75	21,893.00	22,655.95		
1231	Medicare	4,505.54	5,120.00	5,298.57		
1251	ASRS	38,075.09	40,536.00	41,950.04		
1270	Workers Compensation	1,069.13	1,342.00	1,388.59		
1290	PEHP	3,995.25	3,531.00	3,654.19		
<b>TOTAL PERSONNEL COSTS</b>		<b>461,763.97</b>	<b>483,434.00</b>	<b>498,332.89</b>	-	-
2110	Office Supplies	1,509.66	1,500.00	1,500.00		
2115	Fees	11,632.88	5,856.00	8,000.00		
2120	Printing & Duplicating	993.81	700.00	700.00		
2160	Dues, Memberships & Subscr	1,954.73	1,415.00	1,415.00		
2170	Travel & Per Diem	837.48	1,700.00	1,700.00		
2177	Meals & Entertainment	194.38	-	-		
2180	Training	3,345.00	1,300.00	1,300.00		
2198	Books & Periodicals	-	200.00	200.00		
2210	Accounting & Auditing	33,129.50	17,568.00	24,000.00		
2220	Computer Services	-	-	-		
2223	Consultants - General	3,000.00	-	-		
2227	Contract Labor	-	-	-		
2310	Cell Phones & Pagers	266.56	300.00	300.00		
2550	Equipment Supplies	-	1,200.00	1,200.00		
2560	Equipment Services	-	-	-		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>56,864.00</b>	<b>31,739.00</b>	<b>40,315.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>518,627.97</b>	<b>515,173.00</b>	<b>538,647.89</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
FY 17/18 BUDGET YEAR

**COMMUNITY AFFAIRS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	84,017.10	85,325.00	89,675.04		
1120	Hourly	40,099.87	75,007.00	90,945.59		
1140	Holiday	-	-	2,000.00		
1150	Overtime-Unscheduled	7,660.20	9,098.00	9,273.42		
1190	PTO Paid Out	3,086.40	5,082.00	5,456.82		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	10,583.00	21,166.00	21,166.00		
1212	Dental Insurance	457.00	978.00	977.98		
1213	Vision Insurance	96.00	192.00	192.00		
1216	Life Insurance	83.95	120.00	120.00		
1218	STD Insurance	315.12	873.00	936.75		
1230	Social Security	5,018.84	5,449.00	5,726.65		
1231	Medicare	1,868.18	2,530.00	2,716.59		
1250	PSPRS	9,833.31	18,608.00	29,293.55		
1251	ASRS	9,636.98	10,089.00	10,603.54		
1270	Workers Compensation	4,976.88	9,110.00	9,779.72		
1280	Deferred Compensation	-	-	-		
1290	PEHP	799.05	1,745.00	1,873.51		
<b>TOTAL PERSONNEL COSTS</b>		<b>178,531.88</b>	<b>245,372.00</b>	<b>280,737.15</b>	-	-
2110	Office Supplies	255.01	150.00	150.00		
2111	Photographic Supplies	1,719.77	600.00	600.00		
2160	Dues, Memberships & Subscriptions	1,437.34	400.00	400.00		
2170	Travel & Per Diem	2.00	350.00	350.00		
2177	Meals & Entertainment	316.84	520.00	520.00		
2180	Training	239.00	2,400.00	2,400.00		
2192	Public Affairs	31,636.27	26,462.00	36,150.00		
2223	Consultants	262.50	1,400.00	1,400.00		
2310	Cell Phones & Pagers	2,829.26	3,500.00	3,500.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>38,697.99</b>	<b>35,782.00</b>	<b>45,470.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>217,229.87</b>	<b>281,154.00</b>	<b>326,207.15</b>	-	-

**BASELINE BUDGETING WORKSHEETS  
FY 17/18 BUDGET YEAR**

**PREVENTION & LIFE/SAFETY**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	155,954.75	111,750.00	110,600.10		
1120	Hourly	554,574.82	523,570.00	569,142.60		
1140	Holiday Pay	3,172.52	-	-		
1150	Overtime-Unscheduled	5,515.87	8,075.00	8,436.06		
1190	PTO Paid Out	23,956.35	19,302.00	19,858.73		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	126,996.00	116,413.00	116,413.00		
1212	Dental Insurance	5,484.00	5,379.00	5,378.89		
1213	Vision Insurance	1,152.00	1,056.00	1,056.00		
1215	PSPRS Cancer Insurance	150.00	150.00	150.00		
1216	Life Insurance	696.00	660.00	660.00		
1218	STD Insurance	2,094.34	2,253.00	2,318.18		
1230	Social Security	29,311.95	27,716.00	28,675.24		
1231	Medicare	10,467.38	9,609.00	9,886.34		
1250	PSPRS	43,168.55	44,977.00	65,666.03		
1251	ASRS	57,221.53	51,319.00	53,095.45		
1270	Workers Compensation	26,576.41	34,593.00	35,590.82		
1280	Deferred Compensation	-	-	-		
1290	PEHP	10,005.73	6,626.00	6,832.10		
<b>TOTAL PERSONNEL COSTS</b>		<b>1,056,498.20</b>	<b>963,448.00</b>	<b>1,033,759.54</b>	-	-
2110	Office Supplies	2,648.74	2,400.00	2,400.00		
2112	Copier Supplies	(15.77)	-	-		
2120	Printing & Duplicating	1,191.66	2,000.00	2,000.00		
2130	Computer Supplies	2,653.58	-	-		
2139	Operational Equipment	1,604.48	1,600.00	1,600.00		
2140	Operational Supplies	896.82	750.00	750.00		
2148	Small Tools & Instruments	587.90	750.00	750.00		
2150	Postage & Mailings	-	-	-		
2160	Dues, Memberships & Subscriptions	4,521.50	4,750.00	4,750.00		
2170	Travel & Per Diem	12,721.72	7,622.00	7,622.00		
2177	Meals & Entertainment	811.54	1,200.00	1,200.00		
2180	Training	10,917.57	6,500.00	6,500.00		
2193	Public Education	9,227.41	9,500.00	9,500.00		
2196	Employee Recognition	1,292.53	500.00	500.00		
2198	Books & Periodicals	1,809.62	1,000.00	1,000.00		
2227	Contract Labor	1,450.00	11,500.00	11,500.00		
2240	Health Services	-	-	-		
2310	Cell Phones & Pagers	7,011.81	7,500.00	7,500.00		
2545	Furnishings & Appliances	4,072.50	-	-		
2549	Hydrant Maintenance	500.00	10,000.00	10,000.00		
2560	Equipment Services	-	2,000.00	2,000.00		
2620	Equipment Rental	3,031.75	4,000.00	4,000.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>66,935.36</b>	<b>73,572.00</b>	<b>73,572.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>1,123,433.56</b>	<b>1,037,020.00</b>	<b>1,107,331.54</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**SPECIAL PROJECTS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	-	-	-	-	-
1130	Temporary or Part time	-	-	-	-	-
1150	Overtime-Unscheduled	3,883.97	-	-	-	-
1190	PTO Paid Out	-	-	-	-	-
1195	PTO Reserve	-	-	-	-	-
1211	Medical Insurance	-	-	-	-	-
1212	Dental Insurance	-	-	-	-	-
1213	Vision Insurance	-	-	-	-	-
1215	PSPRS Cancer Insurance	-	-	-	-	-
1216	Life Insurance	1.93	-	-	-	-
1218	STD Insurance	7.26	-	-	-	-
1230	Social Security	-	-	-	-	-
1231	Medicare	54.18	-	-	-	-
1250	PSPRS	699.29	-	-	-	-
1270	Workers Compensation	-	-	-	-	-
1280	Deferred Compensation	37.05	-	-	-	-
1290	PEHP	-	-	-	-	-
<b>TOTAL PERSONNEL COSTS</b>		<b>4,683.68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2110	Office Supplies	-	-	-	-	-
2120	Printing & Duplicating	999.23	500.00	500.00	-	-
2139	Operational Equipment	-	-	-	-	-
2140	Operational Supplies	-	-	-	-	-
2148	Small Tools & Instruments	-	-	-	-	-
2149	Small Fitness Equipment	6,973.05	3,000.00	3,000.00	-	-
2160	Dues, Memberships & Subscriptions	2,594.00	9,150.00	9,150.00	-	-
2170	Travel & Per Diem	374.75	12,100.00	12,100.00	-	-
2177	Meals & Entertainment	-	-	-	-	-
2180	Training	2,174.98	4,100.00	4,100.00	-	-
2194	Newsletter	-	-	-	-	-
2196	Employee Recognition	-	250.00	250.00	-	-
2198	Books & Periodicals	428.21	300.00	300.00	-	-
2223	Consultants - General	255.00	6,000.00	6,000.00	-	-
2227	Contract Labor	17,025.00	-	-	-	-
2310	Cell Phones & Pagers	-	-	-	-	-
2550	Equipment Supplies	8,518.45	500.00	500.00	-	-
2560	Equipment Services	-	1,500.00	1,500.00	-	-
2620	Equipment Rental	-	-	-	-	-
4130	Furniture & Equipment	-	13,000.00	13,000.00	-	-
<b>TOTAL NON PERSONNEL COSTS</b>		<b>39,342.67</b>	<b>50,400.00</b>	<b>50,400.00</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>		<b>44,026.35</b>	<b>50,400.00</b>	<b>50,400.00</b>	<b>-</b>	<b>-</b>



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**BEHAVIORAL HEALTH & COMMUNITY SVCS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	97,421.19	103,975.00	103,975.00		
1120	Hourly	-	-	-		
1130	Temporary or Part-time	27,134.64	28,454.00	39,036.40		
1150	Overtime	-	-	-		
1190	PTO Paid Out	13,965.64	3,119.00	3,119.25		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	10,583.00	10,583.00	10,583.00		
1212	Dental Insurance	457.00	489.00	488.99		
1213	Vision Insurance	96.00	96.00	96.00		
1216	Life Insurance	57.60	60.00	60.00		
1218	STD Insurance	214.05	678.00	677.74		
1230	Social Security	8,451.23	8,404.00	8,404.02		
1231	Medicare	1,976.36	1,966.00	1,965.46		
1251	ASRS	11,172.38	12,294.00	12,294.42		
1270	Workers Compensation	7,228.76	7,076.00	7,075.64		
1290	PEHP	799.05	1,071.00	1,070.94		
<b>TOTAL PERSONNEL COSTS</b>		<b>179,556.90</b>	<b>178,265.00</b>	<b>188,846.86</b>	-	-
2110	Office Supplies	-	100.00	100.00		
2120	Printing & Duplicating	140.10	1,000.00	1,000.00		
2140	Operational Supplies	-	2,000.00	2,000.00		
2160	Dues, Memberships, Subscriptions	-	125.00	125.00		
2170	Travel & Per Diem	59.00	200.00	200.00		
2177	Meals & Entertainment	-	-	-		
2180	Training	252.46	5,000.00	5,000.00		
2198	Books & Periodicals	67.00	100.00	100.00		
2199	Teaching Restricted	-	-	-		
2310	Cell Phones & Pagers	1,690.40	2,000.00	2,000.00		
2320	Electric	-	-	-		
2370	Water & Sewer	-	-	-		
2430	General Liab & Auto Insurance	-	-	-		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>2,208.96</b>	<b>10,525.00</b>	<b>10,525.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>181,765.86</b>	<b>188,790.00</b>	<b>199,371.86</b>	-	-



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**TRAINING**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	138,260.07	-	-		
1120	Hourly	111,845.60	271,533.00	284,975.99		
1150	Overtime-Unscheduled	6,127.42	27,149.00	28,712.50		
1190	PTO Paid Out	10,332.49	8,963.00	9,413.68		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	31,749.00	42,332.00	42,332.00		
1212	Dental Insurance	1,371.00	1,956.00	1,955.96		
1213	Vision Insurance	288.00	384.00	384.00		
1215	PSPRS-Cancer Insurance	100.00	150.00	150.00		
1216	Life Insurance	194.99	240.00	240.00		
1218	STD Insurance	662.92	1,130.00	1,182.85		
1230	Social Security	2,923.43	3,148.00	3,147.45		
1231	Medicare	3,667.46	4,461.00	4,685.32		
1250	PSPRS	42,730.09	53,575.00	81,548.65		
1251	ASRS	5,570.57	5,828.00	5,827.87		
1270	Workers Compensation	17,044.28	16,059.00	16,865.93		
1280	Deferred Compensation	-	-	-		
1290	PEHP	4,482.80	3,076.00	3,231.02		
<b>TOTAL PERSONNEL COSTS</b>		<b>377,350.12</b>	<b>439,984.00</b>	<b>484,653.22</b>	-	-
2110	Office Supplies	2,948.20	3,860.00	3,860.00		
2120	Printing & Duplicating	155.72	2,000.00	2,000.00		
2130	Computer Supplies	-	-	-		
2139	Operational Equipment	3,126.67	6,250.00	6,250.00		
2140	Operational Supplies	3,340.84	2,000.00	2,000.00		
2141	Uniforms	16,142.56	29,065.00	29,065.20		
2142	Propane Gas	3,568.11	5,268.00	5,268.00		
2145	Consumable Rehab Goods	277.96	500.00	500.00		
2146	Protective Equipment	155.66	81,515.00	81,515.00		
2150	Postage & Mailings	-	300.00	300.00		
2160	Dues, Memberships & Subscr	2,025.93	8,121.00	8,121.00		
2170	Travel & Per Diem	1,325.16	10,920.00	10,920.00		
2171	Training Materials	1,200.00	2,500.00	2,500.00		
2173	Recruit Issuance	34,779.90	3,330.00	3,330.00		
2174	Facility & Equipment Rental	-	-	-		
2175	Family Night & Graduation	411.07	1,500.00	1,500.00		
2176	Course Registration/Books/Certs	-	-	-		
2177	Meals & Entertainment	2,333.09	2,350.00	2,350.00		
2180	Training - Training Staff	9,381.00	4,900.00	4,900.00		
2186	Training - Suppression	21,502.66	15,310.00	15,310.00		
2187	Training - Target Safety	8,096.00	-	-		
2191	Tuition Reimbursement	29,196.89	33,900.00	33,900.00		
2196	Employee Recognition	-	100.00	100.00		
2198	Books & Periodicals	1,722.47	4,500.00	4,500.00		
2310	Cell Phones & Pagers	1,970.54	2,400.00	2,400.00		
2320	Electric	31,176.42	36,400.00	36,400.00		
2340	Refuse Removal	1,150.79	1,050.00	1,050.00		
2350	Telephone	-	-	-		
2370	Water & Sewer	12,188.23	13,100.00	13,100.00		
2540	Building Services	660.00	875.00	875.00		
2542	Janitorial Services	-	-	-		
2544	Preventive Maintenance	-	3,000.00	3,000.00		
2546	Facility Use/Maintenance	1,422.36	3,000.00	3,000.00		
2550	Equipment Supplies	-	-	-		
2565	Mobile Burn Simulator	-	8,500.00	8,500.00		
2620	Equipment Rental	8,168.61	10,800.00	10,800.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>198,426.84</b>	<b>297,314.00</b>	<b>297,314.20</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>575,776.96</b>	<b>737,298.00</b>	<b>781,967.42</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**BATTALION CHIEFS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	1,259,976.93	-	-		
1140	Holiday Pay	15,271.89	-	-		
1150	Overtime-Unscheduled	-	-	-		
1190	PTO Paid Out	45,735.39	-	-		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	137,579.00	-	-		
1212	Dental Insurance	5,941.00	-	-		
1213	Vision Insurance	1,248.00	-	-		
1215	PSPRS Cancer Insurance	750.00	-	-		
1216	Life Insurance	694.25	-	-		
1218	STD Insurance	2,604.71	-	-		
1231	Medicare	18,475.73	-	-		
1250	PSPRS	214,375.49	-	-		
1270	Workers Compensation	44,120.08	-	-		
1280	Deferred Compensation	11,634.04	-	-		
1290	PEHP	8,789.55	-	-		
<b>TOTAL PERSONNEL COSTS</b>		<b>1,767,196.06</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
2110	Office Supplies	29.53	500.00	500.00		
2140	Operational Supplies	32.38	400.00	400.00		
2160	Dues, Memberships & Subscr	967.00	250.00	250.00		
2170	Travel & Per Diem	3,962.47	2,500.00	2,500.00		
2177	Meals & Entertainment	104.14	-	-		
2180	Training	2,894.00	3,500.00	3,500.00		
2198	Books & Periodicals	16.39	300.00	300.00		
2310	Cell Phones & Pagers	8,254.21	5,300.00	5,300.00		
2550	Electric	4,941.97	6,000.00	6,000.00		
2350	Telephone	-	-	-		
2560	Equipment Services	-	-	-		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>21,202.09</b>	<b>18,750.00</b>	<b>18,750.00</b>	<b>-</b>	<b>-</b>
<b>DEPARTMENT TOTALS</b>		<b>1,788,398.15</b>	<b>18,750.00</b>	<b>18,750.00</b>	<b>-</b>	<b>-</b>

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**TECHNICAL RESCUE TEAM (TRT)**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2014 / 2015	FY 2015 / 2016	FY 2016 / 2017	FY 2016 / 2017	FY 2016 / 2017
51120	Hourly	-	-	-	-	-
51140	Holiday Pay	-	-	-	-	-
51150	Overtime-Unscheduled	-	-	-	-	-
51190	PTO Paid Out	-	-	-	-	-
51195	PTO Reserve	-	-	-	-	-
51216	Life Insurance	-	-	-	-	-
51218	STD Insurance	-	-	-	-	-
51231	Medicare	-	-	-	-	-
51250	PSPRS	-	-	-	-	-
51270	Workers Compensation	-	-	-	-	-
51280	Deferred Compensation	-	-	-	-	-
51290	PEHP	-	-	-	-	-
<b>TOTAL PERSONNEL COSTS</b>		-	-	-	-	-
52139	Operational Equipment	-	3,500.00	3,500.00	-	-
52140	Operational Supplies	-	1,000.00	1,000.00	-	-
52146	Protective Equipment	-	5,200.00	5,200.00	-	-
52148	Small Tools & Instruments	-	500.00	500.00	-	-
52170	Travel & Per Diem	-	1,500.00	1,500.00	-	-
52180	Training	-	1,000.00	1,000.00	-	-
52198	Books & Periodicals	-	-	-	-	-
52310	Cell Phones & Pagers	-	500.00	500.00	-	-
52560	Equipment Services	-	-	-	-	-
<b>TOTAL NON PERSONNEL COSTS</b>		-	13,200.00	13,200.00	-	-
<b>DEPARTMENT TOTALS</b>		-	13,200.00	13,200.00	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**HAZMAT**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2014 / 2015	FY 2015 / 2016	FY 2016 / 2017	FY 2016 / 2017	FY 2016 / 2017
51120	Hourly	-	-	-		
51140	Holiday Pay	-	-	-		
51150	Overtime-Unscheduled	-	-	-		
51190	PTO Paid Out	-	-	-		
51195	PTO Reserve	-	-	-		
51216	Life Insurance	-	-	-		
51218	STD Insurance	-	-	-		
51231	Medicare	-	-	-		
51250	PSPRS	-	-	-		
51270	Workers Compensation	-	-	-		
51280	Deferred Compensation	-	-	-		
<b>TOTAL PERSONNEL COSTS</b>		-	-	-	-	-
52139	Operational Equipment	-	7,000.00	7,000.00		
52140	Operational Supplies	-	2,000.00	2,000.00		
52146	Protective Equipment	-	1,000.00	1,000.00		
52148	Small Tools & Instruments	-	500.00	500.00		
52170	Travel & Per Diem	-	1,500.00	1,500.00		
52180	Training	-	1,500.00	1,500.00		
52198	Books & Periodicals	-	500.00	500.00		
52310	Cell Phones & Pagers	-	-	-		
52560	Equipment Services	-	500.00	500.00		
<b>TOTAL NON PERSONNEL COSTS</b>		-	14,500.00	14,500.00	-	-
<b>DEPARTMENT TOTALS</b>		-	14,500.00	14,500.00	-	-



**BASELINE BUDGETING WORKSHEETS**  
FY 17/18 BUDGET YEAR

**OPERATIONS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	-	664,745.00	760,850.05		
1120	Hourly	9,384,409.75	9,171,825.00	10,392,145.51		
1140	Holiday Pay	279,978.17	285,187.00	288,003.32		
1150	Overtime-Unscheduled	1,802,081.23	1,297,900.00	1,314,040.46		
1190	PTO Paid Out	294,932.62	370,420.00	382,575.24		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	1,357,315.00	1,671,585.00	1,873,191.00		
1212	Dental Insurance	58,612.00	77,236.00	86,551.23		
1213	Vision Insurance	12,312.00	15,163.00	16,992.00		
1215	PSPRS Cancer Insurance	8,000.00	7,897.00	8,850.00		
1216	Life Insurance	8,785.78	9,477.00	10,620.00		
1218	STD Insurance	30,819.76	43,559.00	44,668.22		
1231	Medicare	177,950.73	167,160.00	190,458.71		
1250	PSPRS	2,473,152.01	2,404,660.00	3,933,654.13		
1270	Workers Compensation	410,189.46	601,776.00	685,651.35		
1280	Deferred Compensation	47,003.74	-	-		
1290	PEHP	128,018.66	115,282.00	131,350.83		
<b>TOTAL PERSONNEL COSTS</b>		<b>16,473,560.91</b>	<b>16,903,872.00</b>	<b>20,119,602.05</b>	-	-
2120	Printing & Duplicating	146.98	-	-		
2139	Operational Equipment	3,327.88	-	-		
2140	Operational Supplies	1,565.00	-	-		
2146	Protective Equipment	1,707.59	-	-		
2148	Small Tools & Instruments	-	-	-		
2160	Dues, Memberships & Subscriptions	-	-	-		
2170	Travel & Per Diem	-	-	-		
2177	Meals & Entertainment	112.65	-	-		
2180	Training	2,558.00	-	-		
2183	Rover Mileage	61.28	500.00	500.00		
2198	Books & Periodicals	-	-	-		
2240	Health Services	91,630.03	-	-		
2310	Cell Phones & Pagers	9,716.26	7,500.00	7,500.00		
2380	Hydrant Fees	2,018.04	2,000.00	2,000.00		
2620	Equipment Rental	1,446.69	1,200.00	1,200.00		
	Station 30 Expenses	29,966.19	33,337.00	33,337.00		
	Station 31 Expenses	26,668.71	23,525.00	23,525.00		
	Station 32 Expenses	24,244.24	22,660.00	22,660.00		
	Station 33 Expenses	28,074.51	28,500.00	28,500.00		
	Station 34 Expenses	16,371.83	17,210.00	17,210.00		
	Station 35 Expenses	13,115.00	11,035.00	11,035.00		
	Station 36 Expenses	24,568.51	24,010.00	24,010.00		
	Station 37 Expenses	16,677.74	17,880.00	17,880.00		
	Station 38 Expenses	28,480.73	26,485.00	26,485.00		
	Station 39 Expenses	19,904.64	18,485.00	18,485.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>342,362.50</b>	<b>234,327.00</b>	<b>234,327.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>16,815,923.41</b>	<b>17,138,199.00</b>	<b>20,353,929.05</b>	-	-



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**EMS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	220,198.19	-	-		
1120	Hourly	100,675.90	543,024.00	550,114.14		
1140	Holiday Pay	4,944.52	13,410.00	13,586.40		
1150	Overtime-Unscheduled	114,517.13	65,374.00	66,233.70		
1190	PTO Paid Out	27,502.05	18,654.00	18,898.03		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	52,915.00	74,081.00	74,081.00		
1212	Dental Insurance	2,285.00	3,423.00	3,422.93		
1213	Vision Insurance	480.00	672.00	672.00		
1215	PSPRS Cancer Insurance	200.00	350.00	350.00		
1216	Life Insurance	268.75	420.00	420.00		
1218	STD Insurance	1,001.24	2,185.00	2,213.17		
1231	Medicare	6,550.74	9,287.00	9,408.07		
1250	PSPRS	91,149.17	133,564.00	194,271.72		
1270	Workers Compensation	35,833.33	33,432.00	33,869.04		
1280	Deferred Compensation	128.88	-	-		
1290	PEHP	6,045.69	6,405.00	6,488.32		
<b>TOTAL PERSONNEL COSTS</b>		<b>664,695.59</b>	<b>904,281.00</b>	<b>974,028.51</b>	-	-
2110	Office Supplies	257.65	500.00	500.00		
2120	Printing & Duplicating	93.40	-	-		
2139	Operational Equipment	7,683.78	2,500.00	2,500.00		
2140	Operational Supplies	787.68	2,000.00	2,000.00		
2160	Dues, Memberships & Subscr	-	1,563.00	2,135.00		
2170	Travel & Per Diem	2,264.89	3,660.00	5,000.00		
2177	Meals & Entertainment	-	-	-		
2180	Training	18,542.21	50,994.00	69,665.00		
2181	Training - Paramedic School	33,852.25	-	-		
2198	Books & Periodicals	-	400.00	400.00		
2220	Software	-	17,800.00	17,800.00		
2223	Consultants - General	46,974.00	75,869.00	103,646.00		
2224	Exposure Control Program	-	2,500.00	2,500.00		
2227	Contract Labor	-	-	-		
2260	Legal	4,179.10	-	-		
2310	Cell Phones & Pagers	3,667.83	5,280.00	5,280.00		
2320	Electric	3,800.12	4,392.00	6,000.00		
2330	Natural Gas	946.79	439.00	600.00		
2340	Refuse Removal	424.49	293.00	400.00		
2350	Telephone	185.95	146.00	200.00		
2370	Water & Sewer	1,614.17	1,464.00	2,000.00		
2542	Janitorial Services	-	-	-		
2550	Equipment Supplies	70.37	1,000.00	1,000.00		
2560	Equipment Services	-	300.00	300.00		
2620	Equipment Rental	2,954.73	2,700.00	2,700.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>128,299.41</b>	<b>173,800.00</b>	<b>224,626.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>792,995.00</b>	<b>1,078,081.00</b>	<b>1,198,654.51</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**INFORMATION TECHNOLOGY**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	72,132.62	167,296.00	171,195.70		
1120	Hourly	111,561.58	97,292.00	102,689.60		
1150	Overtime-Unscheduled	1,672.55	3,324.00	3,510.21		
1190	PTO Paid Out	30,437.51	8,037.00	8,321.87		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	42,332.00	42,332.00	42,332.00		
1212	Dental Insurance	1,828.00	1,956.00	1,955.96		
1213	Vision Insurance	384.00	384.00	384.00		
1216	Life Insurance	175.20	240.00	240.00		
1218	STD Insurance	571.48	1,380.00	1,428.59		
1230	Social Security	12,739.05	17,109.00	17,714.48		
1231	Medicare	2,979.17	4,001.00	4,142.90		
1250	PSPRS	-	-	-		
1251	ASRS	21,258.00	31,679.00	32,800.35		
1270	Workers Compensation	8,191.88	14,405.00	14,914.45		
1290	PEHP	2,779.07	2,759.00	2,857.17		
<b>TOTAL PERSONNEL COSTS</b>		<b>309,042.11</b>	<b>392,194.00</b>	<b>404,487.27</b>	-	-
2110	Office Supplies	-	400.00	400.00		
2130	Computer Supplies	148,013.32	105,000.00	105,000.00		
2139	Operational Equipment	210.31	-	-		
2140	Operational Supplies	3,807.36	50,000.00	50,000.00		
2160	Dues, Memberships & Subscr	31,880.99	32,000.00	32,000.00		
2170	Travel & Per Diem	14.75	1,500.00	1,500.00		
2180	Training	597.00	20,000.00	20,000.00		
2198	Books & Periodicals	-	1,500.00	1,500.00		
2220	Software	327,788.25	195,444.00	267,000.00		
2223	Consultants - General	-	12,000.00	12,000.00		
2310	Cell Phones & Pagers	3,736.64	6,250.00	6,250.00		
2320	Electric	2,166.76	2,500.00	2,500.00		
2330	Natural Gas	319.38	340.00	340.00		
2350	Telephone	27,250.51	27,000.00	27,000.00		
2370	Water & Sewer	205.10	300.00	300.00		
2381	Radio Parts	1,898.94	2,000.00	2,000.00		
2382	Radio Maintenance	19,397.00	15,000.00	15,000.00		
2385	Transmitter Fees	29,224.19	12,000.00	12,000.00		
2540	Building Services	160.00	-	-		
2560	Equipment Services	71,121.73	20,000.00	20,000.00		
2610	Building Lease	-	-	-		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>667,792.23</b>	<b>503,234.00</b>	<b>574,790.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>976,834.34</b>	<b>895,428.00</b>	<b>979,277.27</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**COMMUNICATIONS**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	61,375.59	62,100.00	63,249.94		
1120	Hourly	-	75,547.00	83,126.47		
1130	Temporary or Part-time	-	-	-		
1140	Holiday Pay	-	1,794.00	1,974.24		
1150	Overtime	-	8,747.00	9,624.42		
1190	PTO Paid Out	-	4,446.00	4,739.25		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	10,583.00	21,166.00	21,166.00		
1212	Dental Insurance	457.00	978.00	977.98		
1213	Vision Insurance	96.00	192.00	192.00		
1215	PSPRS Cancer Insurance	-	50.00	50.00		
1216	Life Insurance	57.60	120.00	120.00		
1218	STD Insurance	188.90	622.00	658.54		
1230	Social Security	3,521.76	3,966.00	4,039.14		
1231	Medicare	837.02	2,213.00	2,359.36		
1250	PSPRS	203.35	18,493.00	29,213.23		
1251	ASRS	6,929.40	7,343.00	7,478.93		
1270	Workers Compensation	2,309.10	7,967.00	8,493.69		
1290	PEHP	799.05	1,526.00	1,627.14		
<b>TOTAL PERSONNEL COSTS</b>		<b>87,357.77</b>	<b>217,270.00</b>	<b>239,090.33</b>	-	-
2140	Operational Supplies	18.40	500.00	500.00		
2160	Dues, Memberships & Subscr	184.00	71,000.00	71,000.00		
2170	Travel & Per Diem	6,166.93	2,500.00	2,500.00		
2177	Meals & Entertainment	24.25	250.00	250.00		
2180	Training	1,604.00	2,000.00	2,000.00		
2198	Books & Periodicals	249.00	150.00	150.00		
2310	Cell Phones & Pagers	445.10	925.00	925.00		
2382	Radio Maintenance	2,646.41	38,500.00	38,500.00		
2390	Dispatch Services	870,952.01	732,763.00	1,001,042.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>882,290.10</b>	<b>848,588.00</b>	<b>1,116,867.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>969,647.87</b>	<b>1,065,858.00</b>	<b>1,355,957.33</b>	-	-



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**FLEET SERVICES**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	74,900.13	75,825.00	79,875.12		
1120	Hourly	288,421.67	290,056.00	308,776.00		
1130	Temporary or Part-time	7,402.88	12,522.00	12,521.60		
1150	Overtime-Unscheduled	2,549.10	5,801.00	5,911.36		
1190	PTO Paid Out	3,347.63	11,150.00	11,440.63		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	63,498.00	63,498.00	63,498.00		
1212	Dental Insurance	2,742.00	2,934.00	2,933.94		
1213	Vision Insurance	576.00	576.00	576.00		
1215	PSPRS Cancer Insurance	-	-	-		
1216	Life Insurance	321.60	360.00	360.00		
1218	STD Insurance	1,098.37	1,977.00	2,026.58		
1230	Social Security	21,944.53	24,512.00	25,129.64		
1231	Medicare	5,171.49	5,733.00	5,877.09		
1250	PSPRS	-	-	-		
1251	ASRS	42,651.37	43,949.00	45,092.88		
1270	Workers Compensation	14,413.20	20,637.00	21,157.53		
1290	PEHP	5,593.35	3,828.00	3,927.95		
<b>TOTAL PERSONNEL COSTS</b>		<b>534,631.32</b>	<b>563,358.00</b>	<b>589,104.33</b>	-	-
2110	Office Supplies	130.61	-	-		
2115	Fees	65.50	500.00	500.00		
2130	Computer Supplies	-	-	-		
2139	Operational Equipment	-	-	-		
2148	Small Tools & Instruments	1,711.48	6,500.00	6,500.00		
2160	Dues, Memberships & Subscriptions	235.00	1,500.00	1,500.00		
2170	Travel & Per Diem	19,710.25	6,500.00	6,500.00		
2180	Training	7,985.24	5,000.00	5,000.00		
2198	Books & Periodicals	542.64	1,000.00	1,000.00		
2227	Contract Labor	-	-	-		
2310	Cell Phones & Pagers	1,763.99	3,200.00	3,200.00		
2320	Electric	17,406.42	19,000.00	19,000.00		
2325	Environmental Disposal	-	-	-		
2330	Natural Gas	1,961.95	1,500.00	1,500.00		
2340	Refuse Removal	1,043.00	1,200.00	1,200.00		
2350	Telephone	797.14	1,000.00	1,000.00		
2360	Television	526.36	450.00	450.00		
2370	Water & Sewer	2,750.33	3,000.00	3,000.00		
2511	Fuel	133,807.58	131,760.00	180,000.00		
2512	Oil, Lubricants, Etc.	13,443.30	12,000.00	12,000.00		
2513	Vehicle Parts	145,086.05	125,000.00	125,000.00		
2514	Tires & Repairs	60,930.68	65,000.00	65,000.00		
2515	Batteries	13,606.04	16,500.00	16,500.00		
2519	Shop Supplies	13,956.52	18,000.00	18,000.00		
2520	Vehicle Services	130,253.57	120,000.00	120,000.00		
2521	Ground Ladder Testing	3,539.60	4,000.00	4,000.00		
2522	Aerial Ladder Testing	1,790.00	2,000.00	2,000.00		
2540	Building Services	300.00	-	-		
2560	Equipment Services	15,123.00	10,000.00	10,000.00		
2622	Vehicle Lease	9,116.74	-	-		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>597,582.99</b>	<b>554,610.00</b>	<b>602,850.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>1,132,214.31</b>	<b>1,117,968.00</b>	<b>1,191,954.33</b>	-	-

**BASELINE BUDGETING WORKSHEETS  
FY 17/18 BUDGET YEAR**

**FACILITY MAINTENANCE**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1120	Hourly	49,394.72	47,154.00	62,795.20		
1150	Overtime-Unscheduled	212.66	943.00	993.82		
1190	PTO Paid Out	-	1,443.00	1,520.55		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	10,583.00	10,583.00	10,583.00		
1212	Dental Insurance	457.00	489.00	488.99		
1213	Vision Insurance	96.00	96.00	96.00		
1216	Life Insurance	57.60	60.00	60.00		
1218	STD Insurance	153.38	248.00	261.03		
1230	Social Security	3,217.76	3,072.00	3,236.75		
1231	Medicare	752.55	718.00	756.98		
1251	ASRS	4,642.49	5,687.00	5,993.20		
1270	Workers Compensation	1,884.18	2,586.00	2,725.13		
1290	PEHP	799.05	495.00	522.06		
<b>TOTAL PERSONNEL COSTS</b>		<b>72,250.39</b>	<b>73,574.00</b>	<b>90,032.71</b>	-	-
2139	Operational Equipment	-	-	-		
2148	Small Tools & Instruments	1,072.32	2,500.00	2,500.00		
2160	Dues, Memberships & Subscriptions	-	-	-		
2170	Travel & Per Diem	44.78	-	-		
2223	Consultants - General	-	20,000.00	20,000.00		
2310	Cell Phones & Pagers	609.64	800.00	800.00		
2320	Electric	2,166.80	2,400.00	2,400.00		
2330	Natural Gas	106.49	125.00	125.00		
2350	Telephone	39.86	40.00	40.00		
2370	Water & Sewer	90.43	100.00	100.00		
2530	Building Supplies	17,823.92	25,000.00	25,000.00		
2540	Building Services	105,481.09	135,000.00	135,000.00		
2541	Pest Control	8,529.00	8,000.00	8,000.00		
2542	Janitorial Services	14,785.70	15,000.00	15,000.00		
2543	Emergency Building Maintenance	9,406.77	45,000.00	45,000.00		
2544	Preventive Maintenance	258,959.79	109,800.00	150,000.00		
2545	Furnishings & Appliances	18,867.20	20,000.00	20,000.00		
2560	Equipment Services	8,895.21	6,000.00	6,000.00		
2563	Fire Sprinkler Insp./Maintenance	10,268.98	-	-		
2610	Building Lease	-	-	-		
2620	Equipment Rental	2,852.55	30,000.00	30,000.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>460,000.53</b>	<b>419,765.00</b>	<b>459,965.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>532,250.92</b>	<b>493,339.00</b>	<b>549,997.71</b>	-	-



**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

**WAREHOUSE**

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	-	-	-		
1120	Hourly	95,279.80	97,698.00	99,382.40		
1130	Temporary or Part-time	41,649.01	39,083.00	51,979.20		
1150	Overtime-Unscheduled	63.07	1,954.00	1,987.65		
1190	PTO Paid Out	-	2,990.00	3,041.10		
1195	PTO Reserve	-	-	-		
1211	Medical Insurance	21,166.00	21,166.00	21,166.00		
1212	Dental Insurance	914.00	978.00	977.98		
1213	Vision Insurance	192.00	192.00	192.00		
1216	Life Insurance	120.00	120.00	120.00		
1218	STD Insurance	313.08	513.00	522.06		
1230	Social Security	8,179.07	8,787.00	9,696.20		
1231	Medicare	1,912.99	2,055.00	2,267.66		
1250	PSPRS	-	-	-		
1251	ASRS	14,972.75	11,783.00	11,986.40		
1270	Workers Compensation	11,339.02	7,398.00	8,163.58		
1290	PEHP	3,995.25	1,026.00	1,044.11		
<b>TOTAL PERSONNEL COSTS</b>		<b>200,096.04</b>	<b>195,743.00</b>	<b>212,526.33</b>	-	-
2110	Office Supplies	3,240.97	5,563.00	7,600.00		
2120	Printing & Duplicating	1,041.54	2,000.00	2,000.00		
2130	Computer Supplies	-	-	-		
2139	Operational Equipment	27,431.97	51,000.00	51,000.00		
2140	Operational Supplies	13,159.80	64,416.00	88,000.00		
2141	Uniforms	135,577.59	82,570.00	112,800.00		
2143	Station Supplies	5,845.38	15,000.00	15,000.00		
2144	Medical Supplies	240,260.77	65,880.00	90,000.00		
2145	Consumable Rehab Goods	2,234.98	3,000.00	3,000.00		
2146	Protective Equipment	116,529.80	95,160.00	130,000.00		
2160	Dues, Memberships & Subscriptions	119.46	500.00	500.00		
2170	Travel & Per Diem	374.00	2,500.00	2,500.00		
2177	Meals & Entertainment	-	-	-		
2180	Training	1,005.88	3,000.00	3,000.00		
2196	Employee Recognition	4,113.12	-	-		
2227	Contract Labor	29,218.15	-	-		
2310	Cell Phones & Pagers	1,196.28	2,000.00	2,000.00		
2320	Electric	3,404.96	3,500.00	3,500.00		
2325	Environmental Disposal	945.00	1,000.00	1,000.00		
2330	Natural Gas	638.77	1,000.00	1,000.00		
2340	Refuse Removal	1,089.71	1,200.00	1,200.00		
2350	Telephone	239.13	250.00	250.00		
2370	Water & Sewer	1,182.09	2,100.00	2,100.00		
2515	Batteries	4,394.99	6,000.00	6,000.00		
2535	Janitorial Supplies	27,822.57	18,300.00	25,000.00		
2544	Preventive Maintenance	-	16,000.00	16,000.00		
2550	Equipment Supplies	-	-	-		
2551	SCBA Supplies	7,563.43	10,000.00	10,000.00		
2552	SCBA Services	1,191.51	12,000.00	12,000.00		
2560	Equipment Services	32,022.08	35,000.00	35,000.00		
2562	Fire Extinguisher Insp/Maint	1,253.19	1,000.00	1,000.00		
2620	Equipment Rental	78.51	366.00	500.00		
<b>TOTAL NON PERSONNEL COSTS</b>		<b>663,175.63</b>	<b>500,305.00</b>	<b>621,950.00</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>863,271.67</b>	<b>696,048.00</b>	<b>834,476.33</b>	-	-

**BASELINE BUDGETING WORKSHEETS**  
**FY 17/18 BUDGET YEAR**

SUM

ACCOUNT #	ACCOUNT NAME	Actuals	Current Bud	Proposed	Tentative	Adopted
		FY 2015 / 2016	FY 2016 / 2017	FY 2017 / 2018	FY 2017 / 2018	FY 2017 / 2018
1110	Salaries	2,881,382.85	2,690,615.00	2,910,337.29	-	-
1120	Hourly	11,144,964.29	11,606,678.00	12,970,784.70	-	-
1130	Temporary or Part-time	76,186.53	80,059.00	103,537.20	-	-
1140	Holiday Pay	303,367.10	300,391.00	305,563.96	-	-
1150	Overtime-Unscheduled	1,949,570.25	1,435,743.00	1,456,387.57	-	-
1190	PTO Paid Out	493,514.23	508,835.00	527,343.31	-	-
1195	PTO Reserve	-	-	-	-	-
1211	Medical Insurance	2,034,627.00	2,327,731.00	2,539,920.00	-	-
1212	Dental Insurance	87,860.00	107,554.00	117,357.60	-	-
1213	Vision Insurance	18,456.00	21,115.00	23,040.00	-	-
1215	PSPRS Cancer Insurance	9,350.00	9,047.00	10,050.00	-	-
1216	Life Insurance	12,372.05	13,197.00	14,400.00	-	-
1217	AD&D Insurance	10,777.02	11,000.00	11,000.00	-	-
1218	STD Insurance	42,624.19	63,185.00	65,127.66	-	-
1230	FICA	141,207.81	152,855.00	157,636.99	-	-
1231	Medicare	249,030.99	237,227.00	263,875.80	-	-
1250	PSPRS	2,972,855.14	2,902,681.00	4,690,787.53	-	-
1251	ASRS	256,129.42	273,832.00	281,211.43	-	-
1270	Workers Compensation	602,038.43	814,448.00	909,461.60	-	-
1280	Deferred Compensation	76,462.61	18,456.00	18,792.61	-	-
1290	PEHP	184,892.05	162,800.00	181,067.46	-	-
<b>TOTAL PERSONNEL COSTS</b>		<b>23,547,667.96</b>	<b>23,737,449.00</b>	<b>27,557,682.70</b>	-	-
2110	Office Supplies	16,298.41	20,673.00	22,710.00	-	-
2111	Photographic Supplies	1,719.77	600.00	600.00	-	-
2112	Copier Supplies	2,040.21	2,500.00	2,500.00	-	-
2115	Fees	13,463.38	9,956.00	12,100.00	-	-
2120	Printing & Duplicating	5,062.84	10,700.00	10,700.00	-	-
2130	Computer Supplies	150,666.90	105,200.00	105,200.00	-	-
2139	Operational Equipment	43,477.59	72,050.00	72,050.00	-	-
2140	Operational Supplies	23,608.28	125,266.00	148,850.00	-	-
2141	Uniforms	151,720.15	111,635.00	141,865.20	-	-
2142	Propane Gas	3,754.06	5,568.00	5,568.00	-	-
2143	Station Supplies	5,845.38	15,000.00	15,000.00	-	-
2144	Medical Supplies	240,260.77	65,880.00	90,000.00	-	-
2145	Consumable Rehab Goods	2,512.94	3,500.00	3,500.00	-	-
2146	Protective Equipment	118,393.05	182,875.00	217,715.00	-	-
2148	Small Tools & Instruments	3,371.70	10,750.00	10,750.00	-	-
2149	Small Fitness Equipment	6,973.05	3,000.00	3,000.00	-	-
2150	Postage & Mailings	10,842.09	6,888.00	9,300.00	-	-
2160	Dues, Memberships & Subscriptions	53,399.64	138,222.00	138,794.00	-	-
2170	Travel & Per Diem	55,173.50	71,584.00	72,924.00	-	-
2171	Training Materials	1,200.00	2,500.00	2,500.00	-	-
2173	Recruit Issuance	34,779.90	3,330.00	3,330.00	-	-
2174	Facility & Equipment Rental	-	-	-	-	-
2175	Family Night & Graduation	411.07	1,500.00	1,500.00	-	-
2176	Course Registration/Books/Certs	-	-	-	-	-
2177	Meals & Entertainment	7,310.08	9,220.00	9,220.00	-	-
2180	Training	69,420.04	127,136.00	145,807.00	-	-
2181	Training - Paramedic School	33,852.25	-	-	-	-
2182	Field Projects	-	-	-	-	-
2183	Rover Mileage	61.28	500.00	500.00	-	-
2185	Miscellaneous	-	-	-	-	-
2186	Training - Suppression	21,502.66	15,310.00	15,310.00	-	-
2187	Training - Target Safety	8,096.00	-	-	-	-
2191	Tuition Reimbursement	29,196.89	33,900.00	33,900.00	-	-
2192	Public Affairs	31,636.27	26,462.00	36,150.00	-	-
2193	Public Education	9,227.41	9,500.00	9,500.00	-	-
2194	Newsletter	-	-	-	-	-
2195	Election Costs	-	50,000.00	50,000.00	-	-
2196	Employee Recognition	10,039.02	2,350.00	2,350.00	-	-
2198	Books & Periodicals	4,835.33	11,150.00	11,150.00	-	-
2199	Teaching Restricted	-	-	-	-	-
2210	Auditing & Accounting	33,129.50	17,568.00	24,000.00	-	-
2220	Software	327,788.25	213,244.00	284,800.00	-	-
2223	Consultants	76,991.50	184,269.00	212,046.00	-	-
2224	Exposure Control Program	-	2,500.00	2,500.00	-	-
2227	Contract Labor	50,411.81	16,500.00	16,500.00	-	-
2230	Engineering & Architectural	-	5,000.00	5,000.00	-	-
2235	Evaluation Services	-	-	-	-	-
2240	Health Services	108,144.53	76,860.00	105,000.00	-	-
2250	Job & Legal Advertising	1,884.04	7,000.00	7,000.00	-	-
2260	Legal	52,476.02	59,045.00	80,662.00	-	-
2270	Organizational Development	3,837.80	9,293.00	9,293.00	-	-
2280	Recruitment	12,825.14	9,000.00	9,000.00	-	-
2290	Testing & Background Services	6,621.90	6,000.00	6,000.00	-	-
2310	Cell Phones & Pagers	48,245.12	54,580.00	54,580.00	-	-
2320	Electric	265,749.51	272,979.00	274,587.00	-	-
2325	Environmental Disposal	945.00	1,000.00	1,000.00	-	-

2330	Natural Gas	18,553.33	20,654.00	20,815.00	-	-
2340	Refuse Removal	11,054.36	11,563.00	11,670.00	-	-
2350	Telephone	49,700.68	50,531.00	50,585.00	-	-
2360	Television	1,330.52	1,450.00	1,450.00	-	-
2370	Water & Sewer	50,074.73	46,839.00	47,375.00	-	-
2380	Hydrant Fees	2,018.04	2,000.00	2,000.00	-	-
2381	Radio Parts	1,898.94	2,000.00	2,000.00	-	-
2382	Radio Maintenance	22,043.41	53,500.00	53,500.00	-	-
2385	Transmitter Fees	29,224.19	12,000.00	12,000.00	-	-
2390	Dispatch Services	870,952.01	732,763.00	1,001,042.00	-	-
2410	Claim Settlement	(3,136.31)	5,000.00	5,000.00	-	-
2430	Gen. Liab. & Auto Insurance	158,758.17	124,440.00	170,000.00	-	-
2450	Unemployment Insurance	-	-	-	-	-
2511	Fuel	133,807.58	131,760.00	180,000.00	-	-
2512	Oil, Lubricants, Etc.	13,443.30	12,000.00	12,000.00	-	-
2513	Vehicle Parts	145,086.05	125,000.00	125,000.00	-	-
2514	Tires & Repairs	60,930.68	65,000.00	65,000.00	-	-
2515	Batteries	18,001.03	22,500.00	22,500.00	-	-
2519	Shop Supplies	13,956.52	18,000.00	18,000.00	-	-
2520	Vehicle Services	130,253.57	120,000.00	120,000.00	-	-
2521	Ground Ladder Testing	3,539.60	4,000.00	4,000.00	-	-
2522	Aerial Ladder Testing	1,790.00	2,000.00	2,000.00	-	-
2530	Building Supplies	17,823.92	25,000.00	25,000.00	-	-
2535	Janitorial Supplies	27,822.57	18,300.00	25,000.00	-	-
2540	Building Services	107,201.09	136,225.00	136,225.00	-	-
2541	Pest Control	8,529.00	8,000.00	8,000.00	-	-
2542	Janitorial Services	14,785.70	15,000.00	15,000.00	-	-
2543	Emergency Building Maintenance	9,406.77	45,000.00	45,000.00	-	-
2544	Preventive Maintenance	258,959.79	128,800.00	169,000.00	-	-
2545	Furnishings & Appliances	22,939.70	20,000.00	20,000.00	-	-
2546	Facility Use/Maintenance	1,422.36	3,000.00	3,000.00	-	-
2549	Hydrant Maintenance	500.00	10,000.00	10,000.00	-	-
2550	Equipment Supplies	8,588.82	2,700.00	2,700.00	-	-
2551	SCBA Supplies	7,563.43	10,000.00	10,000.00	-	-
2552	SCBA Services	1,191.51	12,000.00	12,000.00	-	-
2560	Equipment Services	127,162.02	75,800.00	75,800.00	-	-
2562	Fire Extinguisher Insp/Maint	11,522.17	1,000.00	1,000.00	-	-
2565	Mobile Burn Simulator	-	8,500.00	8,500.00	-	-
2610	Building Lease	-	-	-	-	-
2620	Equipment Rental	33,444.51	59,466.00	59,600.00	-	-
2622	Vehicle Lease	9,116.74	-	-	-	-
4130	Furniture & Equipment	-	13,000.00	13,000.00	-	-
<b>TOTAL NON PERSONNEL COSTS</b>		<b>4,560,462.53</b>	<b>4,344,334.00</b>	<b>5,061,073.20</b>	-	-
<b>DEPARTMENT TOTALS</b>		<b>28,108,130.49</b>	<b>28,081,783.00</b>	<b>32,618,755.90</b>	-	-

Check	4,560,462.53	4,344,334.00	5,061,073.20
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Difference	-	-	-
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Summary:

Projected General Fund Revenues:	38,429,944.00
Projected General Fund Expenditures:	
Costs excluding vacancies & capital	35,917,072.29
Admin Vacancies	658,929.77
Ops Vacancies	1,042,753.94
Capital Allocation	811,188.00
Sum	<u>38,429,944.00</u>





## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.B

### SCHEDULED

#### MEMORANDUM NO. 2017-25

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Thomas Benavidez, Attorney  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Discussion and Possible Action to Review Proposed Amendments and Suggest Additional Changes to the District's Bylaws.

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#### **RECOMMENDATION:**

Review the proposed amendments / recommend further changes.

#### **MOTION:**

Move to direct staff to present the proposed amendments to the Board at its next meeting for final consideration and adoption.

AND/OR

Move to direct staff to prepare the following additional Bylaw amendments

- [*Board's pleasure*]
- [*Board's pleasure*]

#### **DISCUSSION:**

As you know, at last month's Board meeting, the Board conducted a review of the District's Bylaws, and proposed various changes. Attached is a redline of the Bylaws with the suggested changes. If the proposed changes are satisfactory, the Board may direct staff to place them on next month's meeting agenda for final adoption. The Board may also direct staff to present additional changes to the Bylaws.

#### **FISCAL IMPACT:**

None

#### **ALTERNATIVES:**

Reject all the proposed changes.

#### **ATTACHMENTS:**

- BYLAWS Redline (PDF)



**BYLAWS**  
**OF**  
**NORTHWEST FIRE DISTRICT**

Adopted by the  
Board of the Northwest Fire District

April 25, 2000

Amended  
September 25, 2001  
November 27, 2001  
February 27, 2007  
May 22, 2007  
May 13, 2008  
April 28, 2009  
April 27, 2010  
August 7, 2012  
January 22, 2013  
March 24, 2015  
November 15, 2016  
March 28, 2017

## ARTICLE I

### General

1. Purpose. These Bylaws set forth the rules of conduct for the Northwest Fire District.

2. Conflict with Applicable Law. In the event of any conflict in the laws governing the conduct of the Fire District, then such conflict shall be resolved by applying the regulating authority in the following order of priority:

- (a) Arizona Revised Statutes ~~Annotated~~
- (b) the Bylaws for the Northwest Fire District
- (c) the Standing Rules
- (d) Robert's Rules of Order, ~~Revised~~ Current Edition

3. Reference to Applicable Law. Any reference made in these Bylaws to controlling or applicable law, rules or regulations shall include all pertinent amendments thereto.

4. Definitions. The following definitions shall apply to these Bylaws:

(a) "Board" shall mean the governing body of the Northwest Fire District.

(b) "District" shall refer to the Northwest Fire District.

(c) "Standing Rules" shall mean the rules and regulations adopted from time to time as they are needed in the form of resolutions establishing guidelines for a Fire District meeting which have been adopted by a majority vote of the Board without previous notice. "Standing Rules" may be amended by a majority vote.

## ARTICLE II

### Members

1. Members. There shall be five members of the Board, and they shall be those individuals elected or appointed pursuant to A.R.S. §§ 48-802, 48-803 and 48-805. Employees of the Northwest Fire District shall not be members of the Fire District

Board and conversely, a member of the Fire District Board shall not be an employee of the Fire District. A.R.S. § 48-805(B)(1). A person is not eligible to serve on the Board if that person is related by affinity or consanguinity within the third degree to a person who serves on the Board. A.R.S. § 48-803(D)(2).

2. Qualifications. A member of the Board must be a resident of the Northwest Fire District at the time of his or her election, and must have been a resident for one year prior, and must remain so during his or her incumbency. § 48-803(D)(2). A person is not eligible to be a candidate for election to the Board if that person is related by affinity or consanguinity within the third degree to a person who serves on the Board during the potential candidate's term of office. Id.

3. Election. Members of the Board will be elected in accordance with the laws of the State of Arizona, specifically A.R.S. Titles 48 and 16.

4. Term. Board Members are elected for a term of four years. Each member shall be installed and shall take the oath of office at the first general meeting following his or her election. The term of each member shall begin on the first day of the month following that member's election. A.R.S. § 48-803(F).

5. Duties and Responsibilities. The members of the Board are vested with the authority for managing the affairs of the Northwest Fire District pursuant to the laws of the State of Arizona governing the management of ~~the Fire~~ districts. A.R.S. § 48-805. All Board members shall complete at least six hours of professional development training, within one year after the date of their election or appointment. The professional development training must include training on open meetings laws, finance and budget matters and laws relating to fire district governance and other matters that are reasonably necessary for the effective administration of a fire district. A.R.S. § 48-803(H).

6. Authority of the Board. The authority of the Board is governed by the laws of the State of Arizona.

7. Compensation. The Board shall serve without compensation but may be reimbursed for any expenses incurred on behalf of the Fire District A.R.S. § 48-803(C).

8. Vacancies. In the event that there is a vacancy in the Board caused by the death or early retirement of a Board Member, then this vacancy ~~may~~ must be filled within 90 days by ~~an~~ a qualified individual selected by the remaining Board Members. A.R.S. § 48-803(B). An individual selected by the Board to replace a retiring Board Member shall serve until the expiration of the term of the deceased or retiring Board Member whose position he or she replaced.

9. Election to Fill a Vacancy on the Board. In the event that the Board is obligated to replace a member by vote of the Board, then such vote shall be taken as follows: a Board Member shall nominate a replacement and all members of the Board shall thereafter vote on any such nominations. In the event that there is a deadlock in the voting for a replacement for a retiring or deceased member, (a) the Chairman shall withdraw his or her vote, or (b) if the Chairman is the retiring or deceased member, then the Clerk shall withdraw his or her vote.

10. Attendance. To ensure the presence of a quorum for all Board meetings, and to assure the presence of the Board officers necessary for signing District documents, Board Members are expected to attend all meetings of the Board. When a Board Member is unable to attend a meeting, the Board Member shall provide as much advance notice as reasonably possible to the Chairman and the Board Secretary. If the Chairman is going to be absent, he or she shall also notify the Vice Chairman. Pursuant to A.R.S. § 38-291 (7), a Board Member's seat on the Board becomes vacant when the person holding the seat ceases to discharge the duties of office for the period of three consecutive months. Beginning in April, 2017, a Board Member who holds an office on the Board, and who fails to attend at least 75% of Board meetings in any 12 month period, may be removed from that office, as provided below in Article III, Section 8.

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### ARTICLE III

#### Officers of the Board

1. Officers. The Northwest Fire District shall be administered by a Chairman and a Clerk. A.R.S. § 48-803(BE). In addition, Northwest Fire District shall elect a Vice-Chairman; one person cannot hold more than one office at any one time.

2. Qualifications. All officers must be members of the Board. A.R.S. § 48-803(BE).

3. Elections. All officers must be nominated by at least one Board Member and must be elected by a majority vote of the Board. The procedure for conducting officer elections shall be as follows:

a. The Chairman shall ask for nominations for Chairman. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

b. Once all of the nominations have been made, the name of each nominee shall be written on a separate piece of paper. Each piece of paper shall be the same size and shape. Each nomination paper shall be placed in an opaque can or box.

c. The Chairman shall draw a nomination from the box and shall ask the nominee whether he or she would like to make a statement concerning his or her nomination before the Board Chair calls for a second. If the nominee would like to make a statement, the Chairman shall allow the nominee to make a statement.

d. After a nominee has been given an opportunity to make a statement, the Board Chair shall ask if there is a second for that nomination. The Board Member who made the nomination may not second that nomination. However, a Board Member may second his or her own nomination, so long as that Board Member did not also nominate himself/herself. Each nominee shall be given the same opportunity to make a statement before the Board Chair calls for a second.

e. If there is no second for a nomination, that name shall receive no further consideration for that office. For each name for which there is a second, the nomination paper shall be returned to the opaque can or box; ~~and the can or box containing only those names shall be given to the Board's Secretary.~~

f. The ~~Board's Secretary~~Chairman shall draw a name, and ~~the Chairman~~ shall call for a vote on that nomination. The nominee may vote for himself/herself. Once a nominee receives a majority vote, he/she shall be declared elected to that office; and no further voting for that office shall occur.

g. The Chairman shall ask for nominations for Vice Chairman. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

h. Repeat steps (b) through (f), above.

i. The Chairman shall ask for nominations for Board Clerk. Each Board Member shall be given an opportunity to make a nomination, including an opportunity to nominate himself/herself for the position.

j. Repeat steps (b) through (f), above.

4. Term. All officers shall serve for a term of two years and may be re-elected for ~~a~~ subsequent terms of two years. The term of office shall be calculated from the ~~Board's regular meeting fourth Tuesday of in~~ December every two years ~~following the general election in November.~~ A.R.S. § 48-803(E).

5. The Chairman. The Board must elect a Chairman. The Chairman is responsible for ensuring that the business of the public meetings is transacted in proper order and is expedited as much as possible. The Chairman must ensure that all members observe the rules of debate and that order and decorum are always observed at the meetings.

6. The Vice Chairman. The Board may elect a Vice-Chairman. The Vice-Chairman will preside at all Board meetings in the absence of the Chairman.

7. The Clerk. The Board must elect a Clerk. The Clerk shall preside at all Board meetings in the absence of the Chairman and Vice-Chairman. The Clerk must have available at every meeting of the District the minutes of the previous meeting and all other minutes that have not been approved, the Bylaws of the District and all other rules pertaining to the District, a list of all the committees and the order of business or list of business to come before the meeting. The Clerk is the custodian of all the records of the District. The Clerk must insure that all committees have such documents as they



require for the performance of their duties. Typically, the Chairman appoints the Clerk to serve as the Chairman's designee on the Public Safety Personnel Retirement System Local Board. A.R.S. § 38-847(A)(3).

8. Removal of Officers. An officer may be removed in the following manner: at least two (2) members must propose the removal of any one officer. In order for an officer to be successfully removed from office, at least three (3) members of the Board must vote for such removal.

9. Death or Resignation of Officers. An officer may resign at any time by giving the Board written notice of his or her resignation. Upon the death of an Officer, the office shall be deemed to be vacant as of the date of death.

10. Vacancies. In the event that an office of the Northwest Fire District becomes vacant, the Board shall elect a replacement at the next regular meeting after the occurrence of the vacancy to fill the vacant position. The newly elected officer shall then serve until the expiration of the term of the officer whom he or she replaced.

#### ARTICLE IV

##### Special Committees

1. Formation. Pursuant to A.R.S. § 38-431(~~5~~1) and A.R.S. § 38-431.01(A)(B), a committee may be formed in the following way: Any member of the Board present at a meeting may propose the establishment of a committee. A motion to establish a committee must be approved by a majority vote of the Board. Committees of the Board are subject to the Open Meeting Law, ~~except the minute-taking requirements.~~ A committee may be appointed for one of the following purposes or any other purpose deemed reasonable by the Board:

(a) To consider and report suitable action on a resolution or other main motion referred to;

(b) To consider a subject and report a resolution covering the action it recommends the District take;

(c) To investigate ~~a~~ certain issues and report facts with its opinions thereon;

(d) To execute an order of the District;

(e) To represent and act for the District in a certain matter;

(f) ~~To receive and count the votes;~~

- (g) To receive and act upon the credentials of potential employees; or
- (h) To take charge of a certain class or department of work done.

2. Term. The committee may serve for a reasonable term, as designated by the Board, and should the committee fail to make its recommendations or file its report within the designated term, then the Board may extend such term or discharge the committee as it sees fit.

3. Membership Qualifications. Any individual residing within or without the District may be appointed as a committee member. Nominations for membership to the committee may be made by the floor or made by appointment from the Chair. In the event that nomination is made from the floor, then the member may only qualify if he receives a majority vote of those Board Members present at the meeting. No more than two (2) members of the Board may be appointed as committee members.

4. Authority of the Committee. A committee is authorized to perform only such acts as are within the reasonable scope of the object of the committee. Expenses incurred by the committee must receive the prior approval of the Board and must be reasonable in scope.

5. Records of Committee Action. The committee ~~is not required to~~ must keep a written record of its meetings. ~~In the event, however, that it is decided to keep a written record of a committee meeting, then t~~These records must comply with the requirements under Arizona law for written records ~~at of~~ public meetings. A.R.S. § 38-431.01.

6. Reports to the Board. The committee must present its written report or recommendations to the Board at the public meeting designated by the Board as the time for making such report or recommendations. In the event that the committee is unable at such designated time to present the full report, then the committee must present its report of progress to date at that meeting and must request an extension to complete the report. If a written report is prepared, the committee report may be signed by all members agreeing to it or by the chairman of the committee, if so authorized by the committee.

7. Discharge. The committee is discharged at the time of making its report or recommendations to the Board unless (a) the report or recommendations of the committee are rejected, and the committee is requested by the Board to review the report or recommendations and make modifications or (b) the committee is informed in writing by the Chairman of the Board that it is the decision of the Board to discharge the committee prior to the making of the report.

8. Structure. Either the committee or the Chairman of the Board must elect a chairman of the committee. The chairman is the member who reports to the District. A majority of the committee must be present in order to transact business. The committee may also elect a secretary.

#### Standing Committees

1. There are no Standing Committees at this time.

2. The Budget Committee. The Board may appoint a Budget Committee to assist in the consideration of the budget for next fiscal year. The Fire Chief, Budget Analyst and Finance Director will act as advisors to the Committee; other District Staff Members, at the Chief's request, will attend meetings as necessary to provide budget information for departments, divisions and programs. Meetings will be called by the Committee as needed for budget planning. The objective of the Committee will be to work with the Officers to provide an adoptable recommended budget to the Board.

### **ARTICLE V**

#### Meetings

1. Notice. Notice must be given, ~~by (a) posting a notice of the meeting in the places designated by the District in statements filed pursuant to A.R.S. § 38-431.02 (A)(1) with the Arizona Secretary of State and the Clerk of the Pima County Board of Supervisors, and (b) giving such additional public notice as the Board determines to be reasonable and practical.~~ The notice shall include an agenda of the matters to be discussed or decided at the meeting.

2. Quorum. Three members of the Board shall constitute a quorum. All three Board Members must be present in person or in the manner authorized in Section 12 ~~below~~ of this Article V at all times during the meeting. Should the Board membership present at the meeting fall below the required number for a quorum, then the meeting must be reconvened at a designated later date when a quorum is present.

3. Agenda. The agenda must be available at least twenty-four (24) hours in advance of the meeting unless: (a) an actual emergency exists, or (b) a meeting has been recessed and resumed as provided in Section 8 of this Article V. Except for an emergency situation, only matters listed on the agenda and other matters related thereto may be discussed, considered or decided at the meeting. A.R.S. § 38-431.02.

4. Regular Meeting. The regular meeting of the Northwest Fire District is to be held on the fourth Tuesday of each month, at 6:00 p.m., at 5125 W. Camino de Fuego, Tucson, AZ 85743.

5. Special Meetings.

(a) ~~Residents of the Northwest Fire District may petition for a special meeting, and the Chairman shall call a special meeting within ten (10) days after receipt of the petition. At least two percent (2%) of the residents of the Northwest Fire District must sign the petition for a special meeting, and the petition must include the names and addresses of all petitioners.~~

(b) The Chairman may call a special meeting at any time by giving the notice required by ~~the law and providing an agenda for the special meeting as required by Arizona law~~ A.R.S. § 38-431.02.

6. Ratification of a Prior Act. The notice requirement for ratification of a prior act taken in violation of Arizona law is seventy-two (72) hours. Ratification must take place within thirty (30) days after the discovery of the violation or after such discovery should have been made by the exercise of reasonable diligence. A.R.S. § 38-431.05.

7. Emergency Meetings. In the case of an actual emergency, pursuant to A.R.S. § 38-431.02 (D) & (J), less than 24 hours' notice of a meeting may be given, and the notice that is actually given shall be appropriate to the circumstances generating the emergency. However, there are three (3) requirements which must be met which are as follows:

(a) An announcement must be made at the meeting of the reasons necessitating the emergency meeting; and

(b) A statement must be made in the minutes of the meeting setting forth the reasons for the emergency meeting; and

(c) Within 24 hours after the meeting, a public notice must be posted declaring that an emergency session has been held and setting forth the information required under paragraph 3.

8. Meeting Recessed. Less than twenty-four (24) hours' notice may be given when a properly noticed meeting is recessed to a later date. Prior to the recessing, notice must be publicly given as to the time and place of the resumption of the meeting or the method by which notice shall be publicly given. A.R.S. § 38-431.02(E).

This notice must also comply with the agenda requirements respecting matters to be addressed when resumed.

9. Order of Business. The order of business at any public meeting is as follows:

- (a) The taking of attendance and a determination that a quorum exists
- (b) Salute to the flag of the United States of America
- (c) Public Forum (call to the public)
- (d) Consent Agenda
- (e) Reports and Correspondence
- (f) Business
- (g) Future Agenda Items (A Governing Board Member may bring forth general topics for future meeting agenda. The Governing Board may not discuss, deliberate or take any action on the topics presented pursuant to A.R.S. § 38-431.02[H]).
- (h) Adjournment
- (i) The Chairman or majority of the Board may change the order of the agenda.

10. Minutes. The minutes record any and all official acts of the ~~District Board, and must comply with:~~ A.R.S. § 38-431.01. ~~If any conflict exists between the minutes and any other record of a meeting of the District, then the minutes shall control.~~

11. The Approval of, Ratification of, and Amendments to the Minutes. The minutes of a meeting of the District shall be approved, amended or modified at the next regular meeting. Upon review and approval of the minutes of a previous meeting, those minutes shall be signed by the Clerk. After the minutes have been approved, amended or modified at the next regular meeting, subsequent amendments or modifications may only be made in accordance with the following requirements:

(a) An amendment or modification of a grammatical, typographical, or other non-substantive error in the minutes may be proposed at any time; and

(b) A substantive amendment or modification to the minutes may be proposed, discussed and adopted only at a regularly scheduled public meeting. A substantive amendment or modification to the minutes may only be voted upon if a majority of the Board Members who originally approved the minutes are present and can vote on the subsequent amendment or modification as Board Members.

12. Conduct of the Meeting. The Chairman will preside at all regular, special or emergency meetings. In the event that the Chairman is not present, the Vice-



Chairman will preside; in the event the Chairman and Vice-Chairman are not present, the Clerk will preside. The meeting shall also be conducted pursuant to the following requirements:

(a) Voting will be done by voice or a show of hands in a manner sufficient to give the Chairman notice of each member's vote. In the event that a count is demanded, then the Chairman shall appoint a member of the Board to conduct a count of all votes.

(b) The public shall have access to all meetings except for Executive Sessions.

(c) The Board may arrange for participation by telephone or video conference for those unable to attend and where there is no reasonable alternative to this arrangement. In the event that a telephone or video conference is made available, then the following procedure must be followed: facilities must be set up in order to permit the public to observe and hear all telephone or video communications; there should be a clear identification of all members participating by such method; and the minutes of the meeting should identify members participating by telephonic or video communications and should describe the procedures followed.

(d) Any or all of the public meetings may be recorded by any person in attendance, provided that such a recording does not interfere with the conduct of the meeting.

(e) The rules of the meeting shall be Robert's Rules of Order Revised, except where they are in conflict with these Bylaws, in which case the Bylaws shall prevail.

## ARTICLE VI

### Executive Sessions

1. Requirements. Pursuant to A.R.S. § 38-431.03, upon and only upon a public majority vote of sufficient members to constitute a quorum, an executive [closed] session may be held, but only for the following purposes:

(a) Personnel Matters. The discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of a public officer, appointee or employee of the District. With the exception of salary discussions, an officer, appointee or employee may demand that this discussion take place at a public meeting. If such a demand is made, the officer, appointee or employee must be provided with at least twenty-four (24) hours notice of the executive session. The Board shall provide the officer, appointee or employee such notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether such discussion or consideration should occur at a public meeting. (There is no emergency exception to this latter requirement.) The Board may permit the officer, employee or appointee discussed to attend the executive session, but the employee does not have a right to attend the executive session, but may demand the discussion take place ~~as-in~~ a public meeting[open] session.

(b) Confidential Records. An executive session may be held when the public body is considering or discussing records exempt by law from public inspection. The record being considered need not be expressly made confidential by statute.

(c) Legal Advice. An executive session may be held for the discussion or consultation for legal advice with the attorney or attorneys of the District. The only person allowed to attend this executive session are the members of the District Board and such officers, employees, and appointees permitted by the Board with a view to preserving the attorney/client privilege.

(d) Litigation. An executive session may be held for discussion or consultation to consider the District's position and instructing counsel concerning the District's position in impending or contemplated litigation.

(e) Employee Negotiations. An executive session may be held for the discussion or consultation with designated representatives of the District to consider the District's position and instruct its representatives regarding negotiations with employee representatives regarding their salaries, salary schedules or compensation paid in the form of fringe benefits for employees of the District.

(f) International and Interstate Negotiations. An executive session may be held for the discussion of international and interstate negotiations between the District and another party or parties.

(g) Purchase or Lease of Real Property. An executive session may be held for discussions and consultations with designated representatives of the District to consider its position and instruct its representatives regarding negotiations for the purchase of lease of real property.

2. No Action at Executive Session. No executive session may be held for the purpose of taking any legal action involving a final vote or decision.

3. Procedure. Before the Board goes into executive session, a majority of members constituting a quorum must vote at a public meeting to hold such an executive session. The vote may permit the holding of an executive session during or immediately following the public meeting or at some later specified date.

4. Limitation on Conduct in Executive Sessions. The District may not take an informal or preliminary vote or a final vote or make a final decision in the executive session; such action must be taken at a public meeting convened for that purpose. At the public meeting after the executive session, sufficient information must be given to the public to apprise the public of the basic subject matter of the action to be taken.

5. Notice. If an executive session is to be held, notice shall be given to the members of the Board and to the general public stating the specific provision of law authorizing the executive session.

6. Agenda. The agenda for an executive session shall include only a general description of the matters to be considered and shall not contain information that would defeat the purpose of the executive session.

7. Emergency Executive Session. An emergency executive session may be called provided that:

(a) The reason for the emergency session is announced publicly immediately prior to the executive session; and

(b) Within 24 hours after the emergency executive session, an agenda is posted setting forth the information required pursuant to paragraph 6 above.

## ARTICLE VII

### Maintenance of Records

1. The Responsibility to the Clerk. It is the responsibility of the Clerk to maintain all the records of the District and to keep such records in current order.

2. Written Minutes. Pursuant to A.R.S. § 38-431.0302, minutes must be taken of all public meetings and executive sessions ~~with the exception of meetings~~

~~conducted by subcommittees and advisory committees.~~ Either written minutes or a recording of the meeting must be available for public inspection within three (3) working days after a meeting, except that no recording shall be made of any executive session. The following information must be in the minutes:

- (a) The date, time and place of the meeting.
- (b) The members of the Board recorded as either absent or present.

(c) A general description of the matters discussed or considered even where no formal action or vote is taken with respect to those matters. With respect to the executive session, the general description shall be deemed sufficient if it refers to the sub-section of Article VI, Section 1 under which the executive session was held.

(d) An accurate description of all legal actions proposed, discussed or taken and the names of persons who proposed and seconded each motion. The minutes must also reflect how the body voted and the numerical breakdown of the vote.

(e) The name of each person making a statement or presenting material to the Board and a specific reference to the action to which the statement or presentation relates.

(f) A full description of the nature of any emergency matter, specifically including, but not limited to, the circumstances necessitating the emergency.

(g) In the event that a prior act in violation of the Open Meeting Laws of the State of Arizona is ratified, a copy of the disclosure statement is required for such ratification.

3. Maintenance of Records. A record of all notices, including a copy of each notice posted and information regarding the date, time and place of posting must be kept. Records are to be maintained for a period of at least five (5) years, ~~or as otherwise provided in the District's records retention schedule.~~

4. Tape Recordings. Minutes may be taken in writing or may be recorded by tape recorder or video tape recorder.

5. Executive Sessions. The minutes of an executive session must be ~~maintained~~ kept confidential. The Board must advise all persons present at the executive session as to the confidential nature of the executive session and the minutes should reflect that such advice was given. The minutes of an executive session must contain the following information:

- (a) The date, time and place of the meeting.
- (b) The members of the Board recorded as either present or absent.

(c) A general description of matters considered, ~~which shall be deemed sufficient if it refers along with a reference~~ to the sub-section of ~~Article VI, Section 1~~ the statute, under which the executive session was held.

(d) A statement of the reasons for any emergency considerations of any matters not on the agenda.

- (e) Such other information as the Board deems appropriate.

6. Disclosure of Minutes of an Executive Session. Minutes of an executive session may not be disclosed to anyone except as follows:

(a) Any member of the Board which met in the executive session including members who did not attend the session.

(b) Any officer, appointee or employee who was a subject of the discussion.

(c) Staff personnel to the extent necessary to perform their duties to prepare and maintain the minutes of the executive session.

(d) The attorney for the Board to the extent necessary for representation.

(e) The Auditor General, Attorney General or County Attorney in connection with the ~~Auditor General's~~ lawful performance of ~~his~~ their duties to conduct a financial or performance audit, or an investigation, pursuant to A.R.S. § 38-431.03(B).

(f) The Court for purposes of a confidential inspection. A.R.S. § 38-431.03(F).

7. Committees. Committees shall keep minutes of their proceedings. The committees shall present their reports and/or recommendations at a public meeting and the minutes of such public meeting must reflect the substance of the report and/or recommendation. The minutes should also reflect the names of the committee members supporting the report or recommendation and the names of those committee members not in support of the report or recommendation.



8. Agendas. The agendas for all meetings shall be preserved with the written minutes for each meeting and must be maintained ~~for a period of at least five (5) years~~ as specified in the District's records retention schedule.

## ARTICLE VIII

### Finances

1. Annual Report to Pima County and the State Treasurer. The Board shall submit an annual report to the Clerk of the Pima County Board of Supervisors and the State Treasurer pursuant to the requirements of A.R.S. § 48-251 as amended from time to time.

2. Annual Budget. The Board shall prepare an annual budget containing detailed estimated expenditures for each fiscal year. The budget must clearly show the salaries payable to the employees of the District, including the Chief. Notice of the budget must be given as required by the law of Arizona and must be adopted by the Board pursuant to those laws. Copies of the budget must be available to members of the public ~~upon written request according to as required by~~ A.R.S. § ~~48-805(A)(2)48-805.02.~~

3. Annual Estimate. No later than July 10<sup>th</sup> of each year, the Chairman must submit to the Board of Supervisors of Pima County an estimate, certified by items, of the amount of money required for the equipment and maintenance of the District for the ensuing year, less the amount due from the County Fire District Assistance Tax. The annual estimate must in all other ways comply with the requirements of the laws of the State of Arizona. A.R.S. § 48-805.02.

4. Authorized Expenditures. The Board is authorized to make expenditures as is permitted by ~~the~~ Arizona laws as amended from time to time. The Board purchasing policy which, among other things, includes specific authority for officers, appointees, or employees of the District to make expenditures and grants signature authority pursuant to the purchasing policy. The Purchasing Policy may be amended from time to time by vote of a majority of the members constituting a quorum.

## ARTICLE IX

### Execution of Documents

1. General. All documents, instruments or any written material whatsoever binding upon the District shall be executed by the Chairman of the Board for the District; provided, however, that the Board may, by resolution, authorize officers, employees, or appointees of the District to execute documents, instruments, or other written material binding on the District.

2. Finance Documents. All documents, instruments and any written material whatsoever which evidence money owed by, or money to the District should be executed by a minimum of two (2) Board members. Notwithstanding the foregoing, the Board may authorize officers, appointees, or employees to sign checks pursuant to a purchasing policy adopted under Article VIII, Section 4. The District may also use electronic check signing as approved by the Board.

## ARTICLE X

### Fire Code and Standards

1. Adoption. Pursuant to A.R.S. § 48-805(B)(5) and (6), the Board may adopt, amend or revise the Uniform Fire Code. The District must keep three (3) copies of the Code, including amendments and revisions, on file for public inspection.

2. Amendments or Revisions. Amendments or revisions to the Code may be adopted after a hearing, pursuant to A.R.S. § 48-805(B)(6). The proposed revisions and/or amendments shall be posted, in three (3) public places and published in a newspaper of general circulation in the District thirty (30) days prior to a public hearing to adopt the amendments and/or revisions pursuant to A.R.S. § 48-805(B)(5)48-805.02(A).

3. Fire Protection Standards. The Board must may assist the State Fire Marshall in the enforcement of fire protection standards within the Fire District.

4. NFPA and other Standards. The Board may adopt, amend, or revise such professional standards as it deems appropriate for administration of District services.

## ARTICLE XI

### Relief and Pension FundPublic Safety Personnel Retirement System Local Board

1. Establishment of a Firefighters' Relief and Pension FundThe District Participates in the Public Safety Personnel Retirement System "PSPRS". The Board has established a Firefighters' Relief and Pension Fund.The District's participation in the PSPRS must be administered by a local board, pursuant to A.R.S. § 38-847(A). The District's local board shall be comprised of the Chairman of the District's governing board or the Chairman's designee, two members elected by secret ballot by members employed by the District and two citizens appointed by the Chairman of the District's governing board, one of whom must be a resident of the District and one of whom has experience in personnel administration, but who is not required to be a resident of the District. A.R.S. § 38-847(A)(3).

2. Appointment of ~~Trustees~~ Local Board Members. When the terms of local board members are due to expire, or when a vacancy occurs on the local board that must be filled by appointment of the Governing Board Chairman, ~~the Governing Board~~, Chairman shall nominate, and the Governing Board must take action to approve the Chairperson's nominees and the Chairperson's designee, if any. ~~at its regular meeting to be held each December, shall appoint two members to the board of trustees of the Firefighters' Relief and Pension Fund. One such appointment shall be a District Board member, and the other such appointment shall be a person who is not the District's Fire Chief, a District Board Member or a District firefighter. The Fire Chief of the District shall automatically be a trustee of the Firefighters' Relief and Pension Fund.~~

3. Number of ~~Trustees~~ Local Board Members; Oath of Office. There shall be a total of ~~seven~~ Pension Board Trustees including the two appointed by the Board and the Fire Chief. The other four members shall be firefighters employed by the District and elected to four-year terms. Election will be held every even year to fill two of the four positions. Only firefighters employed by the District shall be eligible to vote in this election ~~five~~ local board members. A.R.S. § 38-847(A)(3). Each member of the local board, within ten days after the member's appointment or election, shall take an oath of office that, so far as it devolves on the member, the member shall diligently and honestly administer the affairs of the local board and that the member shall not knowingly violate or willingly permit to be violated any of the provisions of law applicable to the system. A.R.S. § 38-847(C).

4. Vacancies on the Board of Trustees. If a vacancy occurs for a ~~trustee~~ local board member who is appointed by the ~~District~~ Governing Board, the ~~District~~ Governing Board shall appoint, within sixty (60) days of the date of the vacancy, a person to fill the unexpired term of the ~~trustee~~ member who created the vacancy. A.R.S. § 38-847(C). ~~The person so appointed shall meet the qualifications required of the trustee when he/she was appointed who created the vacancy. Only firefighters employed by the District shall be eligible for appointment. After the appointment, the District shall notify the Board of Trustees of the new trustee and when the new trustee's term expires.~~

5. Meetings of the Local Board. The local board shall meet at least twice per year. A.R.S. § 38-847(C). Each member of a local board is entitled to one vote. A majority is necessary for a decision by the members of a local board at any meeting of the local board. A.R.S. § 38-847(L). The local board shall adopt such bylaws as it deems desirable. The local board shall elect a secretary who may, but need not, be a member of the local board. The secretary of the local board shall keep a record and prepare minutes of all meetings, in compliance with open meeting laws, and forward the minutes and all necessary communications to the state board of trustees. A.R.S. § 38-847(M).

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## ARTICLE XII

### Personnel and Administration

1. Personnel. The Board may, by resolution, hire, appoint, and employ personnel to carry out its lawful purposes, including, but not limited to, a District Chief who shall be the Chief Executive and Operational Officer of the District.

2. Personnel Policy. The Board may delegate its authority to hire, appoint, and employ personnel to the District Chief and his delegates pursuant to a personnel policy adopted by resolution.

3. Operational Policy. The Board may delegate its responsibility for operation of the District to the District Chief and his delegates pursuant to operational standards adopted by resolution.

## **ARTICLE XIII**

### Review and Amendments to the Bylaws

Review and Amendment of Bylaws. These Bylaws will be reviewed annually each January at the regularly scheduled meeting of the Board. Amendments to these Bylaws may be proposed in writing at any regular or special public meeting of the Board. Such proposed amendments shall be acted upon at the next regular public meeting of the Board or at a special public meeting called for that purpose and shall be adopted by an affirmative vote of a majority of the Board members present. Notice of intention to present amendments to these Bylaws for adoption shall be contained in the notice of the meeting. All Bylaws adopted shall conform to Arizona State Law. Any Bylaw not in such conformity shall be invalid and State law shall replace them.

Bylaws adopted on November 9, 1988 and first amended December 9, 1992.  
 Bylaws as amended by the Board at its Regular Meeting on April 25, 2000.  
 Bylaws as amended by the Board at its Regular Meeting on September 25, 2001.  
 Bylaws as amended by the Board at its Regular Meeting on November 27, 2001.  
 Bylaws as amended by the Board at its Regular Meeting on February 27, 2007.  
 Bylaws as amended by the Board at its Regular Meeting on May 22, 2007.  
 Bylaws as amended by the Board at its Special Meeting on May 13, 2008.  
 Bylaws as amended by the Board at its Regular Meeting on April 28, 2009.  
 Bylaws as amended by the Board at its Regular Meeting on April 27, 2010.  
 Bylaws as amended by the Board at its Special Meeting on August 7, 2012.  
 Bylaws as amended by the Board at its Regular Meeting on January 22, 2013.  
 Bylaws as amended by the Board at its Regular Meeting on March 24, 2015.  
 Bylaws as amended by the Board at its Regular meeting on November 15, 2016.  
Bylaws as amended by the Board at its Regular meeting on March 28, 2017.

IN WITNESS WHEREOF, the Chairman of the Northwest Fire District Board has hereunto set his hand this ~~15<sup>th</sup>~~28<sup>th</sup> day of ~~November~~March, ~~2016~~2017.

\_\_\_\_\_  
George Carter, Board Chair

~~STATE OF ARIZONA~~ \_\_\_\_\_

Attachment: BYLAWS Redline (2017-25 : Bylaws Review)





## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.C

### SCHEDULED

### MEMORANDUM NO. 2017-26

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Thomas Benavidez, Attorney  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), (4) & (7), for Legal Advice and to Discuss the Board's Position and Instruct the District's Representatives Concerning Potential Acquisition of Real Property for Relocation of the District's Station No. 337 in the Dove Mountain Area. Following the Executive Session, the Board Might Take Action to Instruct the District's Representatives and Authorize Them to Enter into Formal Negotiations.

---

#### **RECOMMENDATION:**

Vote to go into executive session. Invite the following persons into the session: Chief Brandt, Assistant Chief Doug Emans, Assistant Chief Brad Bradley and Attorney Thomas Benavidez.

#### **MOTION:**

Move to enter into executive session, as stated in the agenda item, for the purposes of discussing the Board's position regarding potential acquisition of real property.

***[Board Chair]*** The following persons are asked to join the Board in executive session: Chief Brandt, Assistant Chief Doug Emans, Assistant Chief Brad Bradley and Attorney Thomas Benavidez.

***[At the conclusion of the executive session]*** Move to close the executive session.

***[At the conclusion of the executive session]*** Move to authorize the Chief, Assistant Chiefs and the Attorney to enter into formal negotiations for acquisition of property for the relocation of Station No. 337, on the terms discussed in executive session.

#### **DISCUSSION:**

As you know, the District is planning to relocate Station No. 337 in the Dove Mountain area. The District's representatives have identified potential locations for the relocated station. The District's representatives seek direction and authorization from the Board to engage in formal negotiations with the property owners.

**FISCAL IMPACT:**

Funding for this potential acquisition has been secured through existing capital accounts and account reimbursement at the time of bond sale and issuance in the future. A purchase agreement would be returned for Board consideration at a future Board meeting.

**ALTERNATIVES:**

No further recommendations are provided at this time. District Staff have been engaged in the search for suitable property for this relocation for some time. While property is not considered readily available or ample for our purposes, this is also not the only property which suits our needs. Staff could be directed to continue to search for alternative locations.



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.D

### SCHEDULED

### MEMORANDUM NO. 2017-27

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Dugger Hughes, Battalion Chief  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Discussion and Possible Action for Design and Construction Administrative Services for the Remodeling and Renovation of Station 331.

---

#### **RECOMMENDATION:**

The Logistics Staff recommends that the Board approve the Purchase Request of \$75,000 to contract the services of WSM Architects to provide the Design and Construction Administrative Services for the remodel and renovation of Station 331.

#### **MOTION:**

Motion to approve the amount of \$75,000 to WSM Architects in payment of their professional services in the remodel and renovation of Station 331.

#### **DISCUSSION:**

We will utilize the firm, WSM Architects, to provide professional assistance and direction, complete architectural drawings, construction reviews, and other architectural and engineering related work in the remodeling and renovation of Station 331. The District has used this firm on prior projects with outstanding results. They provide technical and professional expertise that is extremely beneficial to the District. This company is listed on the Mohave Contract, allowing the District to forego the bid process.

#### **FISCAL IMPACT:**

This Purchase Order is for \$75,000, which is slightly higher than the quote we received from WSM (attached), but will allow for unexpected costs and items that are likely to appear in this remodeling process. The money is budgeted out of the Bond Fund.

#### **ALTERNATIVES:**

The District can conduct a Request for Bid and evaluate bids from other Architectural firms.

#### **ATTACHMENTS:**

- WSM Fee Proposal- Station 31 Remodel (PDF)



ARCHITECT.

November 15, 2016

William Hughes  
Logistics Battalion Chief  
Northwest Fire District  
5225 West Massingale Road  
Tucson, AZ 85743

**Re: Remodel Fire Station 31**

Dear Battalion Chief Hughes,

Thank you for the opportunity to provide you with this proposal for the design and construction administration services for the remodeling and renovation of the Northwest Fire District Fire Station 31 to accommodate an additional rescue unit and provide a separate suite for Southwest Ambulance. This proposal will be based on our contract with Mohave and the fees and scope proposed are per the schedule approved and negotiated with Mohave- See attached.

**Scope of Basic Design Services.**

- ❑ The project design work will occur in the following phases:
  - Schematic Design
  - Design Development
  - Construction Documents
  - Bidding and permitting
  - Construction Administration.
- ❑ Meetings during the design phases of the project. We will provide meeting minutes as part of our scope. We will meet with Town representatives to discuss zoning, code, utilities, and other associated issues. We will attend board meetings and meet with neighborhood groups if required during the course of design.
- ❑ Engineering services provided; Mechanical and plumbing, electrical, structural.
- ❑ Working with the District's Construction manager during the project for constructability reviews and construction cost analysis.

4330 NORTH CAMPBELL AVE  
SUITE No. 268  
TUCSON, ARIZONA 85711

520.408.1044 TEL  
520.408.1170 FAX  
WSM



ARCHITECT

- ❑ Automatic sprinkler / fire protection engineering- Performance design and specifications provided under basic services with the final engineering completed by the sprinkler contractor. This is the process used on the past projects for NWFD.
- ❑ Construction Administration site visits and meetings every other week are provided, more frequent visits are not included in basic services.

The following items are not included in basic services but could be provided as an additional service if requested.

- ❑ LEED Design and certification fees and registration / submittal costs.
- ❑ Programming studies / needs assessment analysis
- ❑ Geotechnical and Environmental engineering, testing and reports
- ❑ Electrical Arc – Flash studies
- ❑ Special structural testing and inspections
- ❑ Construction materials and assembly testing
- ❑ Permit application fees plan review, permit, wastewater, or other development fees by the Town of Marana (reimbursable expense)
- ❑ Printing, mounting, and travel costs (reimbursable expense at cost and mileage cost per Federal standard)
- ❑ Presentation Renderings, animations, and physical models of the project
- ❑ Design of telephone systems and computer network systems- infrastructure conduit designed for system as part of basic services
- ❑ Furniture design specifications, bidding and installation observation services. We will work with you for basic layout and can provide the furniture design as part of the project. We recommend this approach as it ensures the furniture design and the building design work as a complete whole project.
- ❑ Record drawings based upon contractor's as-built drawings
- ❑ Site, Archeological and environmental surveys are excluded from this proposal.
- ❑ The project will not require the formal Development Plan process.
- ❑ No off site work is included in our scopes, ie, roadway improvements, off site utilities etc.

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WSM



ARCHITECT.

**Total Consulting Fee:**

Per the original program the approximate size of the existing building is 9,646 square feet at a construction cost and budget of approximately \$650,000.00. The total fee may be adjusted based upon changes in the construction cost but the percentage for the fee will remain the same.

Per the Mohave contract this project would be Group D Repairs and Renovations. For the construction cost of \$650,000 our fee percentage is 8.3% or \$53,950.00 plus 1% of this fee for Mohave's administration costs or \$539.50 for a total of \$54,489.50

The work will be broken down and billed monthly based upon the percentage of work complete for the phases below.

Schematic Design	20%	\$ 10,897.90
Design Development	20%	\$ 10,897.90
Construction Documents	35%	\$ 19,071.33
Bidding and permitting	5%	\$ 2724.48
Construction Administration.	<u>20%</u>	<u>\$ 10,897.90</u>
Fee Total	100%	\$ 54489.50

Please call if you have any questions.

Sincerely,

Paul Mickelberg AIA, LEED BD&C  
Principal  
WSM Architects, Inc.

4330 NORTH CAMPBELL AVE  
SUITE No. 268  
TUCSON, ARIZONA 8571

520.408.1044 TEL  
520.408.1170 FAX  
WSM





## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.E

### SCHEDULED

### MEMORANDUM NO. 2017-28

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Thomas Benavidez, Attorney  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Executive Session: the Governing Board May Vote to Go into Closed Session, Pursuant to A.R.S. 38-431.03 (A) (3), for Legal Advice and to Consult with Its Attorney Concerning the District's Procedures for Hiring a New Fire Chief.

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#### **RECOMMENDATION:**

Vote to go into executive session. Invite the following persons into the session: Chief Brandt, Human Resources Director Patricia Aguilar and Attorney Thomas Benavidez.

#### **MOTION:**

Move to enter into Executive Session, as stated in the agenda item, for the purposes of receiving legal advice and consulting with the District's Attorney.

***[Board Chair]*** The following persons are asked to join the Board in Executive Session: Chief Brandt, Human Resources Director Patricia Aguilar and Attorney Thomas Benavidez.

***[After the executive session is over]*** Move to close the executive session.

#### **DISCUSSION:**

As you know, the Board is in the process of determining how it will go about hiring a new fire chief to replace Chief Brandt when he retires. Because Board Members have had many legal questions concerning the process, we thought it would be beneficial to have an executive session to give Board Members an opportunity to consult with the District's Attorney.

#### **FISCAL IMPACT:**

None

#### **ALTERNATIVES:**

None



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

7.F

### SCHEDULED

### MEMORANDUM NO. 2017-29

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**Date:** February 28, 2017  
**To:** Governing Board  
**From:** Patricia Aguilar, Administrative Services Director  
**Type of Action:** Information Only  
**Agenda Item:** Review and Discussion of the Fire Chief's Succession Plan, Including: Internal and External Costs for an Executive Recruiting Firm(S), Consideration of Conducting an Internal Promotion of a Qualified Employee to Fire Chief, and Revisiting the January 24, 2017, Board Memorandum on the Fire Chief's Succession Plan.

---

#### **RECOMMENDATION:**

Direction from the Fire Board to the Administrative Services Director to ask interested employees to submit their resumes for Fire Board review and consideration of making a promotion to Fire Chief.

#### **MOTION:**

None at this time.

#### **DISCUSSION:**

Per the Fire Board's direction at the January 24, 2017, meeting, Board Members requested additional information on internal/external costs for Executive Recruiting Firms, process on pursuing a promotion versus conducting an external recruitment, and that January's Board Memorandum be revisited by the Board this evening with input from the current Fire Chief.

If the Fire Board decides to contract with an Executive Recruiting Firm selected through a District Request for Qualifications (RFQ) process or State contract, the Contingency fee charged by a Firm may be anywhere from 15% to 25% of the position's annual salary plus any expenses (meals and travel) incurred by the Firm during the search. If the Firm is Retained, the District is not competing with other organizations contracted by the Firm for the same candidate, and the fee is at a higher percentage.

Example: If the new Fire Chief's salary is \$150k, and the Firm's fee is 15%, the District pays \$22,500 plus any meals and travel incurred. If the Firm were to charge 25%, the District pays \$37,500 plus meals and travel.

Promotion - Fire Chief (*Based on appointment process for Interim Fire Chief*)

- The Fire Board receives resumes from qualified interested employees.
- Hold an interview process of the candidates at a Board Meeting and ask

pertinent questions to affirm and validate the selection of the new Fire Chief.

- The interviews should be no longer than \_\_\_\_ (i.e., 20) minutes.
- The Board may utilize the Executive Session format to conduct closed door interviews of the candidate(s), but may interview in public session if the candidate wishes.
- The selection of the Fire Chief is done in the public session.
  - The Board may have discussion during the Executive Session and then make the selection in public after further discussion.
- The new Fire Chief will be offered a contract based on the Fire Board's agreement on salary and benefits OR
- The Fire Board has an option to create a Contract with the new Fire Chief.

**FISCAL IMPACT:**

Not at this time.

**ALTERNATIVES:**

Based on further discussion with the Fire Board.

**ATTACHMENTS:**

- December's Board Memo (PDF)
- January's Board Memo (PDF)



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED**

### MEMORANDUM NO. 2016-229

**Date:** December 13, 2016  
**To:** Governing Board  
**From:** Patricia Aguilar, Administrative Services Director  
**Type of Action:** Formal Action/Motion  
**Agenda Item:** Review, Discussion, and Possible Action on the Fire Chief Succession Plan

#### **RECOMMENDATION:**

The Fire Board has time to review and adjust the draft Succession Plan as needed. This is a guide for the Fire Board to establish the criteria and direction for a sustainable and effective leadership process for the Fire District.

#### **MOTION:**

Move to approve the Succession Plan in concept to be used as a guidance tool for subsequent planning by the Fire Board.

#### **DISCUSSION:**

With Fire Chief Brandt's contract expiring June 30, 2018, the Fire Board is challenged with a number of tasks that will need to be reviewed and evaluated as to how best set the stage for the future leadership and partnerships of the Northwest Fire District.

As requested by Board Member Peg Green, on Tuesday November 15, 2016, Governing Board Meeting, this Agenda Item was placed on this month's Board Agenda, so the Board could begin the discussion of Succession Planning options for the Fire Chief's position.

#### **Succession Plan**

Attached is a draft Succession Plan proposal for the Fire Board to review and evaluate over the next few months. This Plan is the first step to help guide the Fire Board and the organization in developing the best options for the future of the Fire District.

This draft Succession Plan provides a framework to develop a strategy, if desired, for dialogue with other Fire Districts and to provide guidance to the organizational membership.

In my professional opinion, this plan affords the Fire Board and the organization the best opportunities to take the time, while still under the leadership of Fire Chief Brandt, to review the multiple options available and then develop a concerted plan.

#### **FISCAL IMPACT:**

If the Fire Board decides to contract with an Executive Recruiting Firm selected through

Attachment: December's Board Memo (2017-29 : Fire Chief Succession Plan)

a District Request for Qualifications (RFQ) process or State contract, the *Contingency* fee charged by a Firm may be anywhere from 15% to 25% of the position's annual salary plus any expenses (meals and travel) incurred by the Firm during the search. If the Firm is *Retained*, the District is not competing with other organizations contracted by the Firm for the same candidate, and the fee is at a higher percentage.

**ALTERNATIVES:**

The Fire Board may replace or adjust the draft Succession Plan.

**COMMENTS - Current Meeting:**

Patricia Aguilar, Administrative Services Director, stated this plan was brought forward when Chief Michael J. Brandt was appointed as the Interim Fire Chief. It has been refined and it establishes a platform to begin discussions on adopting or modifying the plan.

George Carter, Board Chair, stated the Board will be offering direction to staff on this item. He stated this will be a vetting opportunity for internal candidates to see who will meet the objectives of the job description. Ms. Aguilar provided a brief overview of the Fire Chief's job requirements. The following items were discussed regarding the Fire Chief Succession Plan:

- Eligibility and interest
- Qualifications
- Job requirements
- Objectives and essential functions
- Time-frames
- Fire Chief's current contract
- Internal and external process
- Fire Chief's performance appraisal

Chairman Carter would like to start with the existing job description. The Board will review it and modify it as decided. Chairman Carter reported Fire Chief Brandt's contract expires June, 2018. He requested Ms. Aguilar outline the existing criteria for the next Board meeting. Ms. Aguilar commented the Board could also incorporate the performance appraisal.

Further discussions took place regarding measuring the interest level for the Fire Chief position. Ms. Aguilar confirmed there are internal candidates who would qualify as Fire

Memorandum 2016-229

Meeting of December 13, 2016

Chief. Chairman Carter requested Ms. Aguilar bring the following to the next Board meeting: Chief Brandt's performance appraisal, the job objectives, an outline of the current criteria, and the job requirements to the next meeting.

**ATTACHMENTS:**

- Succession Plan (PDF)
- Fire Chief Job Description(PDF)

**RESULT: DISCUSSED**



## Succession Planning for the Fire Chief

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### Introduction

The Fire Board has the full responsibility to hire and terminate the contracted position of Fire Chief for the Fire District. Given such, the selection of an individual to function as the Chief Executive Officer (CEO) is an important and critical task. This memorandum will provide information for the Fire Board to consider, relative to the various options available to accomplish this task.

### The Position

As noted in the introduction, the position of Fire Chief of a Fire District is akin to a City/Town Manager. The District Fire Chief is the Chief Executive Officer of a governmental agency responsible for the financial, legal, operational, administrative, and risk management functions of a complex fire and emergency medical system. As such, the individual selected to function as the Fire Chief must be able to effectively lead and manage a multifaceted and highly complex organization.

### The Current Fire Chief

The purpose of the current Fire Chief is to keep the Fire District on a steady course during the recruitment, selection, and placement of the new Fire Chief.

## Succession Planning for the Fire Chief

### The Succession Option

The Fire Board has a number of options in determining how best to provide continued executive leadership to the Fire District:

1. Hire a replacement Fire Chief
2. Functionally consolidate operations with a neighboring fire agency to include executive leadership
3. Merge with a neighboring Fire District
4. Contract the Fire Chief (Cooperative Services) functions to a neighboring fire agency

### The Selection Process

It is recommended that the Fire Board take the time to expend the energy and resources necessary to search for the “right leader” for the Fire District. The approximate time-line, according to industry experts, from the beginning of the recruitment and selection process to having the new Fire Chief in the office, is between 4-6 months, depending upon the complexity of the process. A Request for Qualification (RFQ) for an Executive Search Firm will add 3 months to the process.

The Fire Board must comply with a number of State and Federal laws pertaining to the hiring process for the Fire Chief position. As such, it is important for the Fire Board to consult on a regular basis with the Legal Counsel of the Fire District and the Administrative Services Director to assure compliance with the applicable laws.

The Fire Board will need to consider what role the Union will play in the process. A number of jurisdictions inject members of the Union at varying levels of the hiring process. Some jurisdictions limit participation to “meet and greet” sessions with the candidates. A small few choose not to include the Union in the process. *Seeking the advice of an Executive Search Firm would provide valuable insights to keep the process confidential and balanced.*

### ***OPTION 1: Hire a Replacement Fire Chief***

A number of governmental entities have created a Selection Committee to assist in managing the recruitment process for the Fire Board. This committee must comply with the Arizona Open Meeting Law Statutes. This type of committee can provide essential and timely facilitation of the process. Members selected by the Fire Board must be fully aware of the legal parameters and Open Meeting Law requirements. These types of committees can become burdensome and mired in political issues that may run afoul of the open selection process and the laws.

The processes of screening and developing preliminary candidate lists are crucial steps to recruiting a highly talented and experienced pool of candidates. As such, it would be prudent to contract the process to a third party firm experienced in public safety executive recruitment and assessment. The Executive Recruitment firm would work closely with the Administrative

## Succession Planning for the Fire Chief

Services Director and if created, the Selection Committee. Utilizing internal selection processes for a highly political position, particularly when there may be internal candidates, probably would not provide the best results.

### STEP 1:

#### Keep it Simple Process

The Fire Board may choose to appoint the Chairman of the Fire Board to work with the Administrative Services Director and the Executive Search Firm. The Board Chairman would report only the progress of the process and limit the exposure of the candidates to the open meeting law requirements.

Under this optional approach, the Executive Search Firm may be asked to include the members listed below into the interview panel.

#### Selection Committee Process:

The Fire Board may develop a Selection Committee. Utilizing a Board-appointed Committee will require adherence to the Open Meeting Laws; please refer to Legal Counsel for guidance. The purpose of the Committee is to be the liaison panel with the Executive Search Firm hired to administrate the selection process, the Fire Board, the community, and the employees. The Selection Committee should engage the Administrative Services Director to be the direct liaison between the Committee and the Executive Search Firm. The Committee may be comprised of:

- Board Chairperson (or designee)
- Board Member
- Town Manager of Marana and/or the Oro Valley Town Manager
- County Manager (or designee)
- District Administrative Services Director

The Committee must appoint a Chairperson to lead the meetings. Recordation of the meetings in compliance with the Open Meeting Law is required, as are meeting minutes.

The merits of recommending selection of one or both of the adjacent Town Managers are two-fold:

- These governmental professionals are highly skilled in selecting executive leaders of highly complex organizational systems. In both Towns' cases, the Town Managers have experience in selecting Fire Chiefs in other jurisdictions, and are highly competent in their positions.
- The Fire District is a regional partner with a number of jurisdictions at many levels of government. Given such, incorporating the expertise and involving the Fire District's

## Succession Planning for the Fire Chief

partners in an important leadership decision is essential to building and maintaining strategic relationships.

If created, the Selection Committee would meet periodically with the Administrative Services Director and the Executive Search Firm to discuss the recruitment and selection process. Agendas and Minutes of the meetings will be provided to the Fire Board and published accordingly.

### STEP 2: Executive Search Firm Selection

The first task of the Administrative Services Director or the Selection Committee will be the receipt of proposals from Executive Search Firms seeking to work for the Fire District. The estimated cost to contract the selection process ranges from \$22,500 to \$37,500, plus any candidate travel reimbursement expenses. These figures on cost are based on a starting salary of \$150k for the new Fire Chief's position, and will be increased if the starting salary is higher. Typically, out-of-state candidate travel expenses are approximately \$2,000 per finalist. For in-state candidates, the costs are generally hotel and *per diem* related.

The selection processes utilized by Executive Search Firms vary. Some use Assessment Centers, interviews, or personal inventory tools (personality assessment), and any combination of these tools. There can be varying levels of selection and screening of candidates: application review based on critical criteria; long list; short list; and final candidate(s) list. It is important to note that Executive Search Firms will keep the names of the candidates confidential, until such time that the short or finalist(s) list is developed. This is important to the integrity of the selection process and job security for the candidates' current employment.

It is important that the Administrative Services Director or the Selection Committee review the processes offered by the prospective Executive Search Firms carefully to determine the best vendor for this position.

The Administrative Services Director or Selection Committee will forward the recommended firm to the Fire Board for review and approval.

### STEP 3: Develop Candidate Profile

The Executive Search Firm will meet with the Administrative Services Director or the Selection Committee and Firefighter Union to develop the candidate profile for the position. Including the Firefighter Union Representation into assisting in the development of the profile will be an important step toward incorporating critical employee input into the process.

Once the Candidate Profile has been developed the Executive Search Firm will finalize the recruitment literature for final review and approval by the Administrative Services Director or the Selection Committee.

## Succession Planning for the Fire Chief

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For the Northwest Fire District Fire Chief position it is recommended that the Administrative Services Director or the Selection Committee develop specific criteria for the Executive Search Firm to screen the pool of qualified candidates.

### STEP 4: Publication, Recruitment, and Initial Candidate Screening

The Executive Search Firm will publish the advertisement for the position in various fire service and public administration trade journals (online and magazine) for at least thirty (30) days. In a number of cases, the Executive Search Firm will actively recruit experienced Chief Officers throughout the country.

As the candidates' resume packets are received, the Executive Search Firm will review them for qualifications based on the Fire District Critical Criteria.

Once the closing date for the position occurs, the Executive Search Firm will develop a list of candidates that meet the criteria. Recommendations by the Executive Search Firm, based on number and quality of candidates, will be made to the Administrative Services Director or the Selection Committee.

Phone interviews will be performed by the Executive Search Firm to further develop the qualification levels of the candidate pool.

At the conclusion of the Recruitment Phase, and after the preliminary interviews have been completed, the Executive Search Firm will notify the Administrative Services Director or the Selection Committee of the finalists that will be invited to the Fire District for interviews/assessments. Generally, 3-9 candidates are invited to participate. If the Selection Committee is utilized, the names of the candidates, if divulged, will be public record.

### STEP 5: Interview Process/Assessment Center

The *Interview Process* is a great opportunity to include the labor group(s), community leaders, and fire service peers in the selection of the Fire Chief. Generally, this level of interview is at the mid-point of the selection process. This large group interview provides the Executive Search Firm an opportunity to gain a broad perspective of the community and employee interests. The inputs from this "group interview" generally add a high level of value to the process, and also

## Succession Planning for the Fire Chief

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demonstrate an inclusive management style that is reflective of the practices of Northwest Fire District.

The *Assessment Center* Process is handled by the Executive Search Firm. This generally involves a third-party assessment team of Chief Officers (recruited by the Executive Search Firm) who evaluate the candidates based on objective criteria. The results of the Assessment Center are then tabulated by the Executive Search Firm, and are utilized to develop a ranking of the top candidate(s).

### STEP 6: Employee Forums

This is a great opportunity to bring the finalists together in a hall with employees of the Fire District to ask work-related questions about the candidates' experiences, philosophies and history.

This forum provides employees with a survey that must be completed and sent to the Administrative Services Director or Department for compilation and a report back to the Selection Committee.

### STEP 7: Finalist(s) Interview with the Selection Committee (if created) or the Fire Board

The Selection Committee or the Fire Board may expand the representation of this finalist interview panel to effectively review the candidates' "fit," as well as their credentials for the job. The Executive Search Firm will assist in the development of questions for this interview.

### STEP 8: Selection of Finalist

The Selection Committee or the Fire Board will evaluate the data submitted by the Executive Search Firm. As a part of the selection process, the Executive Search Firm will offer the Selection Committee or the Fire Board the critical information about the candidates.

The Selection Committee (if created) or the Administrative Services Director/Executive Search Firm will present the recommended Candidate for the Fire Chief Position to the Fire Board at a publicly noticed meeting. Consult Fire District Counsel on the specific forum in which this recommendation would be best handled.

If the recommendation from the Selection Committee (if created) or the Administrative Services Director/Executive Search Firm is approved by the Fire Board, the Executive Search Firm will work with the Administrative Services Director and the Chairman of the Fire Board to solidify the job offer, contract, and begin the extensive background check and other reviews.

If the recommended candidate is not accepted by the Fire Board, specific direction from the Board to the Administrative Services Director will be required to develop further recommendations.



## Succession Planning for the Fire Chief

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### STEP 9: Acclimating the New Fire Chief

It is important for the Fire Board to coach the Senior Executive Team into developing an acclimation program that is tailored to the new Fire Chief's level of comfort and familiarity with the District.

The Fire Board should solicit a "100 Day Plan" from the new Fire Chief to effectively monitor the transition process. Quarterly or 6-Month evaluations/check-ins with the new Fire Chief will also allow the Board and the Chief to develop cooperative and open communications of expectations and performance. New

### ***OPTION 2: Functionally Consolidate Northwest with Another Fire District***

The Fire Board could engage in official conversations with neighboring Fire Districts to determine if there is interest in aligning the administrative bodies of the Districts under a single cooperative umbrella.

This consolidated effort leaves both of the Fire Districts intact with differing tax rates and liabilities, and allows the streamlining of administrative and support services. The consolidation would generally be aligned with a "like" service minded Fire District. The expenses for the consolidated administrations could be allocated based on a number of factors:

- Population served
- Personnel
- Assessed Valuation
- Budget

Most consolidations save money by reducing redundant positions and processes.

The Fire Boards may choose to utilize the existing professional staff members to provide an analysis of the cooperative consolidation opportunities; or, the Fire Boards may want to acquire the services of a consulting firm to provide an unbiased analysis.

### ***OPTION 3: Merge with a Neighboring Fire District***

The Fire Board may choose to seek official conversations with neighboring Fire Districts to assess the opportunities and interest in merging.

The *merging* of Fire Districts brings both Districts under one board, with one tax rate and combined liabilities. The "New" Fire Board will then appoint the Fire Chief position, most likely the incumbent Fire Chief from the merging district.

Mergers of Fire Districts generally save money by creating efficiencies in administration and support services.

## Succession Planning for the Fire Chief

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The Fire Boards may choose to utilize the existing professional staff members to provide an analysis of the merger opportunities; or, the Fire Boards may want to acquire the services of a consulting firm to provide an unbiased analysis.

### ***OPTION 4: Contract the Fire Chief Services (Cooperative Services) to Another Fire Agency***

State Laws provide opportunities to enter into an agreement with another jurisdiction to provide and cooperate in services. Golder Ranch Fire District would be a likely candidate for this option.

Regionalizing the fire services for this area has been a focus of this Fire District for over 25 years. Successes have been achieved in bringing a number of support and mission critical functions together. The development of Cooperative Services Agreements with neighboring fire agencies further advances the regionalization efforts, creating efficiencies and containing/controlling costs.

Further analysis of this option would be required, along with official conversations with neighboring Fire Districts to determine interest in proceeding with this concept.



# Northwest Fire District

## Position Description

### ***FIRE CHIEF***

Reports to:	Governing Board	FLSA:	Exempt - Executive
Division:	Suppression	Status:	Full-Time
Location:	Administration	Grade:	N/A
Reviewed:	<i>Governing Board Approved 5/24/2011</i>	Revised:	05/11
Supervises:	Assistant Fire Chiefs Director of Finance Administrative Services Director Public Information Officer		

### POSITION SUMMARY

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, and fire service activities of the Northwest Fire District. The Fire Chief is responsible, though study and consultation with the Governing Board, for developing recommendations for the protection of life and property in the District. Administrative duties include leading, planning, directing, and controlling District activities, including: recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the Governing Board on problems of policy and planning, but works independently in supervising technical operations. Work in this assignment requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. This position also meets the salary requirements stipulated by the DOL in regards to the FLSA Executive exempt requirements.

ESSENTIAL FUNCTIONS (Any one position may not include all of the duties listed, nor do any listed examples include all tasks which may be found in positions of this class.)

- The primary duty of this position is to manage the Northwest Fire District.
- This position customarily and regularly directs the work of at least two or more other full-time employees or their equivalent.
- This position has full latitude to hire, promote, and terminate employment of other employees.
- Develops, implements, and maintains effective, coordinated, and comprehensive programs for the prevention and suppression of fire hazards, preservation of life and property, and enforcement of fire codes and ordinances.
- Leads, manages, controls and directs all activities and personnel of the Fire District.
- Establishes and administers policies, procedures, rules and regulations for the effective and efficient operation and control of District functions and personnel.
- Establishes and maintains effective programs for the instruction and training of District personnel.



- Directs the assignment of personnel and delegates authority commensurate with the assignment; reviews and evaluates personnel performance and directs corrective action as necessary.
- Reviews and evaluates program and operational performance and effectiveness and implements methods and procedures to correct deficiencies and improve efficiency.
- Consults with and advises the Governing Board on matters pertaining to public safety and fire protection.
- Assures the coordination of District functions with other governmental and public service agencies; participates in joint conferences, regional and national meetings, and other professional activities.
- Prepares communications, directives, and reports, and makes oral presentations.
- Responsible for overall safety of his/her personnel.
- Complies with the rules, policies and procedures as set forth by the District.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Supervisory and management methods and techniques.
- The principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the District and city laws and ordinances pertaining to fire prevention.

#### Ability to:

- Supervise, lead and direct a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Establish relationships and work cooperatively with City officials, employees and the public.
- Lead and command effectively in emergency situations.
- Review or check the work products of others for conformance to standards.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

### Additional Requirements of the Position:

This position requires possession of a valid driver's license, unless otherwise stated in the position summary, at the time of the pre-employment background check, and throughout the period of employment or in a volunteer capacity. If the candidate or volunteer does not have a valid AZ driver's license and is not in a seasonal status, he/she is required to obtain an AZ drivers license within three (3) months from the point of starting in a District position. Employees and volunteers who drive their personal vehicles for District business are required to provide a copy of their current automobile insurance ID card to Human Resources at the point of starting in the District position and on an on-going basis. Refer to District Policy for Driver's License (under review)

#### Definitions:

- "Driver's License": A license to drive appropriate for the class of vehicle operated as prescribed by the provisions of the Arizona Revised Statutes (Title 28, Chapter 4)
- "Valid": not revoked or suspended

**Driving Level:** Primary

**License Type:** D-Driver

**CDL Endorsements:** None

**Safety Sensitive:** Yes (Refer to District Policy #4.2 Drug and Alcohol, under review)

**Pre-employment Drug Testing Required:** Yes

### MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's Degree from an accredited college or university recognized by the U.S. Department of Education in fire science, public administration, business administration, or other related field, supplemented by successful completion of supervisory courses in Fire Department Administration and Fire Prevention and Business or Public Administration; and
- A minimum of six (6) years of supervisory firefighting experience at a level which has afforded the opportunity to become familiar with all phases of District operations; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.



Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees	X			
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles	X			
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward	X			
Pull	Drag or tug objects	X			
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			X	
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			X	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				X
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		



Atmospheric Conditions	Activities occur inside and outside				
	Subject to extreme cold (typically below 32°)	x			
	Subject to extreme heat (typically above 100°)		x		
	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		x		
Noise	Worker is required to wear a respirator	x			
	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		x		
Vibration	Exposure to oscillating movements of the extremities or whole body		x		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		x		
	Working on scaffolding and high places	x			
	Exposure to chemicals	x			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	x			
	Worker is required to function in narrow aisles or passage ways	x			
	Worker is exposed to infectious diseases	x			
	Worker is required to function around prisoners or mental patients	x			

## Physical Requirements Checklist

- ☐ **SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- ☒ **LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- ☐ **MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☐ **VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This position description is intended to indicate the basic nature of the position[s] allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*



## Northwest Fire District Governing Board

5225 West Massingale Rd.  
Tucson, AZ 85743

**SCHEDULED**

### MEMORANDUM NO. 2017-17

**Date:** January 24, 2017  
**To:** Governing Board  
**From:** Patricia Aguilar, Administrative Services Director  
**Type of Action:** Information Only  
**Agenda Item:** Review, Discussion, and Direction to the Administrative Services Director Regarding the Fire Chief's Job Description, Minimum Qualifications, Number of Employees Qualified to Apply for the Position, and a List of Objectives for the New Fire Chief.

#### **RECOMMENDATION:**

After review of this Board Agenda's information and attachments, the Fire Board is asked to give direction to the Administrative Services Director on assessing the level of interest internally for the Fire Chief's position. Once this interest level is determined and brought back to the Board, then a selection process can be contemplated.

#### **MOTION:**

None

#### **DISCUSSION:**

At the December 13, 2016, Fire Board Meeting, the Governing Board directed the Administrative Services Director to consult with the Fire Chief and present at tonight's Board Meeting on the following:

- 1. Highlight the current Minimum Qualifications of the Fire Chief's Position**
- 2. Number of employees qualified for the position based on the current job description qualifications, and**
- 3. Fire Chief list of objectives**

Attachment(s) include: Fire Chief Job Description, Strategic Plan 2017-2019, and Fire Chief Performance Appraisal

#### **1. Highlight the current Minimum Qualifications of the Fire Chief's Position**

- a. Bachelor's Degree, and
- b. A minimum of six (6) years of supervisory firefighting experience, at a level which has afforded the opportunity to become familiar with all phases of District operations; or
- c. Any equivalent combination of education, experience, and training which provides the knowledge, skills, and abilities (KSAs) necessary to perform the work.



**KSA's Defined****Knowledge of:**

- Supervisory and management methods and techniques.
- The principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the District and city laws and ordinances pertaining to fire prevention.

**Skill and Ability to:**

- Supervise, lead and direct a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Establish relationships and work cooperatively with City officials, employees and the public.
- Lead and command effectively in emergency situations.
- Review or check the work products of others for conformance to standards.
- Observe, monitor, or compare data to determine compliance with prescribed operating standards.
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- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

**2. Number of employees qualified for the position based on the current job description qualifications**

Based on the Battalion Chief, Division Chief, and Assistant Chief ranks there are eight (8) employees qualified based on the Fire Chief's Minimum Qualifications of a Bachelor's Degree and a minimum of six (6) years of supervisory firefighting experience, at a level which has afforded the opportunity to become familiar with all phases of District Operations.

Should the equivalent combination of education, experience and training which provides the knowledge, skills, and abilities (KSAs) necessary to perform the work be considered,

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then this could broaden the pool to allow for additional Battalion Chiefs and Captains to qualify.

### **3. Fire Chief list of objectives**

The Fire Chief objectives derived from the *Job Description* are:

- a. Direct and manage all firefighting, fire prevention, and fire service activities of the Northwest Fire District.
- b. The Fire Chief is responsible, through consultation with the Governing Board, for developing recommendations for the protection of life and property in the District.
- c. Administrative duties include leading, planning, directing, and controlling District activities, including: recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment.
- d. The Fire Chief consults with the Governing Board on problems of policy and planning, but works independently in supervising technical operations.

More specifically, the *Strategic Plan* issues are listed below:

- a. Community Partnerships
- b. Economic Sustainability (Growth)
- c. Inclusivity
- d. Organizational Communication
- e. Organizational Development
- f. Professional Development
- g. Technology

Measurement of the objectives is captured through the Fire Chief's *Performance Appraisal* Dimensions:

- a. Leadership
- b. Management Effectiveness
- c. Innovation and Special Contributions to the District
- d. Personnel Management
- e. District Focus and Public Service Orientation

### **FISCAL IMPACT:**

None at this time

### **ALTERNATIVES:**

Redirect the Administrative Services Director

### **COMMENTS - Current Meeting:**

Patricia Aguilar, Administrative Services Director, stated this item is part II of the Fire Chief Succession Plan. This memo contains the current minimum qualifications, number of qualified employees and a list of objectives for the Fire Chief's position. She stated there are currently eight qualified employees based on the minimum qualifications. The following items were discussed:

## Memorandum 2017-17

Meeting of January 24, 2017

- List/measurement of objectives
- Strategic Plan issues
- Hiring committee
- Hiring firm for external process
- Education requirement
- Executive Session
- Internal vs. external process
- Costs for recruitment; both internally and externally
- Job posting and interviews time-line
- Appointment of a Fire Chief

Peg Green, George Carter and Becky Hicks preferred exhausting internal candidates before going externally. The Board preferred not to have a committee put together at this time.

The Board requested Chief Brandt provide his input and suggestions in the process at the next Board meeting.

George Carter, Board Chair, requested Patricia Aguilar look for the most economical hiring firm and gather the costs for an internal and external process. Ms. Aguilar will also bring back this item for further discussion with the addition of including the option of appointing a Fire Chief.

**ATTACHMENTS:**

- Fire Chief Job Description(PDF)
- Strat Plan 2017-2019 (PDF)
- BOARD MEMBERS Fire Chief Performance Appraisal pdf (PDF)

<b>RESULT:</b>	<b>DISCUSSED</b>
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# Northwest Fire District

## Position Description

### **FIRE CHIEF**

Reports to:	Governing Board	FLSA:	Exempt - Executive
Division:	Suppression	Status:	Full-Time
Location:	Administration	Grade:	N/A
Reviewed:	<i>Governing Board Approved 5/24/2011</i>	Revised:	05/11
Supervises:	Assistant Fire Chiefs Director of Finance Administrative Services Director Public Information Officer		

### POSITION SUMMARY

The fundamental reason this classification exists is to direct and manage all firefighting, fire prevention, and fire service activities of the Northwest Fire District. The Fire Chief is responsible, though study and consultation with the Governing Board, for developing recommendations for the protection of life and property in the District. Administrative duties include leading, planning, directing, and controlling District activities, including: recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget estimates, and the assignment of personnel and equipment. The Fire Chief consults with the Governing Board on problems of policy and planning, but works independently in supervising technical operations. Work in this assignment requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. This position also meets the salary requirements stipulated by the DOL in regards to the FLSA Executive exempt requirements.

ESSENTIAL FUNCTIONS *(Any one position may not include all of the duties listed, nor do any listed examples include all tasks which may be found in positions of this class.)*

- The primary duty of this position is to manage the Northwest Fire District.
- This position customarily and regularly directs the work of at least two or more other full-time employees or their equivalent.
- This position has full latitude to hire, promote, and terminate employment of other employees.
- Develops, implements, and maintains effective, coordinated, and comprehensive programs for the prevention and suppression of fire hazards, preservation of life and property, and enforcement of fire codes and ordinances.
- Leads, manages, controls and directs all activities and personnel of the Fire District.
- Establishes and administers policies, procedures, rules and regulations for the effective and efficient operation and control of District functions and personnel.
- Establishes and maintains effective programs for the instruction and training of District personnel.



- Directs the assignment of personnel and delegates authority commensurate with the assignment; reviews and evaluates personnel performance and directs corrective action as necessary.
- Reviews and evaluates program and operational performance and effectiveness and implements methods and procedures to correct deficiencies and improve efficiency.
- Consults with and advises the Governing Board on matters pertaining to public safety and fire protection.
- Assures the coordination of District functions with other governmental and public service agencies; participates in joint conferences, regional and national meetings, and other professional activities.
- Prepares communications, directives, and reports, and makes oral presentations.
- Responsible for overall safety of his/her personnel.
- Complies with the rules, policies and procedures as set forth by the District.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

#### Knowledge of:

- Supervisory and management methods and techniques.
- The principles, practices, methods, and equipment employed in modern firefighting.
- Fire hazards and fire prevention techniques.
- The use of fire records and their application to fire prevention and fire protection administration.
- The rules and regulations of the District and city laws and ordinances pertaining to fire prevention.

#### Ability to:

- Supervise, lead and direct a multidisciplinary staff in firefighting, fire prevention, and fire service activities.
- Perform a broad range of supervisory responsibilities over others.
- Maintain discipline and respect of employees.
- Establish relationships and work cooperatively with City officials, employees and the public.
- Lead and command effectively in emergency situations.
- Review or check the work products of others for conformance to standards.
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- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

### Additional Requirements of the Position:

This position requires possession of a valid driver's license, unless otherwise stated in the position summary, at the time of the pre-employment background check, and throughout the period of employment or in a volunteer capacity. If the candidate or volunteer does not have a valid AZ driver's license and is not in a seasonal status, he/she is required to obtain an AZ drivers license within three (3) months from the point of starting in a District position. Employees and volunteers who drive their personal vehicles for District business are required to provide a copy of their current automobile insurance ID card to Human Resources at the point of starting in the District position and on an on-going basis. Refer to District Policy for Driver's License (under review)

#### Definitions:

- "Driver's License": A license to drive appropriate for the class of vehicle operated as prescribed by the provisions of the Arizona Revised Statutes (Title 28, Chapter 4)
- "Valid": not revoked or suspended

**Driving Level:** Primary

**License Type:** D-Driver

**CDL Endorsements:** None

**Safety Sensitive:** Yes (Refer to District Policy #4.2 Drug and Alcohol, under review)

**Pre-employment Drug Testing Required:** Yes

### MINIMUM EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's Degree from an accredited college or university recognized by the U.S. Department of Education in fire science, public administration, business administration, or other related field, supplemented by successful completion of supervisory courses in Fire Department Administration and Fire Prevention and Business or Public Administration; and
- A minimum of six (6) years of supervisory firefighting experience at a level which has afforded the opportunity to become familiar with all phases of District operations; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.



Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			x	
Talk	Express or exchange ideas verbally				x
Hear	Perceive sound by ear				x
See	Obtain impressions through the eye				x
Kneel	Bend legs at knee, come to rest on knees	x			
Crouch/Squat	Bend body down and forward, bending legs and spine		x		
Crawl	Move on hands, knees, and feet	x			
Climb	Ascend/descend ladders, stairs, ramps		x		
Sit	Sit			x	
Stand	Stand			x	
Walk	Move about on foot; average distance per shift 3-5 miles	x			
Bend/Stoop	Bend downward and forward by bending spine at waist		x		
Lift	Raise or lower object > 10 lbs. from one level to another		x		
Lift	Raise or lower object > 25 lbs. from one level to another		x		
Carry	Transport an object		x		
Push	Press with steady force, thrust objects forward, downward, outward	x			
Pull	Drag or tug objects	x			
Turn/Twist	Move a body part in circular motion		x		
Balance	Exceeding ordinary body equilibrium		x		
Reach	Extend hands and arms in any direction		x		
Handle	Seize, hold, turn with hands		x		
Distinguish Color	Ability to distinguish color			x	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand			x	
Grasping	Applying pressure to an object with the fingers and palm		x		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		x		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				x
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				x
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			x	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols			x	
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				x
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations				x
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		x		
	Subject to outside environmental conditions – no effective protection from weather		x		

	Activities occur inside and outside			X	
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current		X		
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

#### Physical Requirements Checklist

- ☐ **SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- ☒ **LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- ☐ **MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ☐ **VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This position description is intended to indicate the basic nature of the position[s] allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.*

*This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*

## **STRATEGIC PLAN 2017-2019**

### **GOAL 1**

Create greater financial efficiencies in the delivery of internal and external services based on changing circumstances and in support of our mission and identified core services (Fire, Emergency Medical Service, Prevention).

### **GOAL 2**

Cultivate and strengthen mission-centered relationships with the community.

### **GOAL 3**

Create a sustainable system of internal communication that facilitates the sharing of information in a manner that is timely, relevant, and accurate.

### **GOAL 4**

Ensure that effective professional development programs exist so that organizational development can occur.

### **GOAL 5**

To provide the highest standard of pre-hospital medical care and ambulance transportation within the region, utilizing the most technologically enhanced and evidence based processes and procedures.



# 2015/2016 Performance Appraisal for Michael J. Brandt, Fire Chief

## INSTRUCTIONS

**PERFORMANCE APPRAISAL or EVALUATION TIMELINE:** Period to be reviewed is contract date of May 28, 2015 through May 27, 2016. Governing Board Member Performance Appraisals for the Fire Chief should be completed and submitted by Friday, April 08, 2016 by Noon. The Fire Chief will meet with the Board Chair, George Carter, to review and discuss final Performance Appraisal results by week of April 11, 2016 or April 18, 2016. Performance Appraisal results will be forwarded to each Board Member based on the same timeline as the discussion between the Fire Chief and Board Chair. The Fire Chief's Performance Appraisal will be an agenda item at the Governing Board Meeting, Tuesday, April 26, 2016, in Executive Session.

### **PERFORMANCE APPRAISAL FORMAT:**

The Performance Appraisal is based on these Dimensions

1. Leadership;
2. Management Effectiveness;
3. Innovation and Special Contributions to the District;
4. Personnel Management;
5. District Focus and Public Service Orientation

Each Dimension may have one (1) to four (4) Sub-Categories which spell out *BOARD EXPECTATIONS* of the Fire Chief; followed by a short *MEETS STANDARDS OF BOARD EXPECTATIONS* with performance rating options, and a field for supporting comments/examples. Strong supporting comments/examples for Performance Dimension Sub-Category ratings include any one, or a combination, of the following:

- 1.) What the Fire Chief has done to improve from his last Performance Appraisal (if an Appraisal was conducted);
- 2.) Noteworthy strong areas of present performance/conduct; and,
- 3.) Areas requiring improvement in job performance/conduct.

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## **PERFORMANCE APPRAISAL RATING SCALE:**

- **Unsatisfactory:** Performance and/or conduct within this described dimension is consistently Unsatisfactory and below Board Expectations.
- **Meets Standards:** Good performance and/or conduct within the described dimension of consistently Meets Standards of Board Expectations and independently fulfills the basic requirements as set forth in the job description with minimal to no direction or oversight.
- **Exceeds Standards:** Performance and/or conduct within the described dimension consistently Exceeds Standards of Board Expectations and requirements as set forth in the job description and this Performance Appraisal.

## **NAVIGATING THROUGH THIS DOCUMENT:**

Starting on page 2, to navigate easily through this document either use the MOUSE SCROLLING CAPABILITY and/or the computer's TAB key. At the end of each page click on NEXT to view a new page. Please click on the BACK button to view the previous page.

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**DIMENSIONS begin on next page**

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## DIMENSIONS

### DIMENSION - LEADERSHIP

***SUB-CATEGORY 1 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in directing, persuading, motivating, encouraging and inspiring others to achieve organizational objectives and accomplish tasks, both individually and in cooperation with others; being assertive and self-confident in interactions with others; encouraging and stimulating new ideas; accepting responsibility for the actions of subordinates; inspiring others to maintain a positive outlook and attitude toward accomplishing tasks and solving problems; and being recognized and accepted as a leader by others.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Directs the actions and efforts of others toward a common purpose.	Unsatisfactory	Meets Standards	Exceeds Standards
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Comments:

### DIMENSION - LEADERSHIP

***SUB-CATEGORY 2 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in identifying problems; effectively rendering sound judgments; making decisions and taking corrective actions; and taking initiative in originating actions to influence events rather than passively accepting or only responding to events.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Solves problems.	Unsatisfactory	Meets Standards	Exceeds Standards
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Comments:



**DIMENSION - LEADERSHIP**

***SUB-CATEGORY 3 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in applying, improving and developing professional knowledge and skills; demonstrating appropriate behavior; maintaining a high standard of excellence; and setting an example for others to follow.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Exhibits professional skills, habits and behaviors.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**

**DIMENSION - MANAGEMENT EFFECTIVENESS**

***SUB-CATEGORY 1 of 4 - BOARD EXPECTATIONS:*** This element addresses performance in initiating and developing creative and thorough plans that are timely, feasible, logical and supported by facts; organizing scheduling and deploying resources to carry out plans in a cost effective manner; setting priorities within one's scope of authority that are logical and consistent with the needs of the organization and the community; and modifying plans; reestablishing priorities, and rescheduling and deploying resources to respond to changes in circumstances, conditions or policies.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Plans, prioritizes, organizes and schedules resources to achieve goals.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**

**DIMENSION - MANAGEMENT EFFECTIVENESS**

***SUB-CATEGORY 2 of 4 - BOARD EXPECTATIONS:*** This element addresses performance in delegating duties, responsibilities and authority; establishing and using mechanisms for organizational control; and taking corrective actions when necessary.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Delegates and controls.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**

**DIMENSION - MANAGEMENT EFFECTIVENESS**

***SUB-CATEGORY 3 of 4 - BOARD EXPECTATIONS:*** This element addresses performance in conveying and receiving information and ideas clearly and accurately through oral and written communication.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Communicates.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**



**DIMENSION - MANAGEMENT EFFECTIVENESS**

***SUB-CATEGORY 4 of 4 - BOARD EXPECTATIONS:*** This element addresses performance in planning, developing and responsibly managing the budget and financial resources for the organization and one's area of responsibility; forecasting annual budgetary and financial requirements (organization and department); identifying and achieving savings opportunities (organization and department); and maintaining and presenting complete and accurate budget documents and financial records (organization and department).\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Plans and manages budget and financial resources.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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Comments:

**DIMENSION - INNOVATIONS AND SPECIAL CONTRIBUTIONS TO THE DISTRICT**

***SUB-CATEGORY 1 of 1 - BOARD EXPECTATIONS:*** This element addresses performance in initiating and developing original and innovative ideas, best practices that are beneficial to the District and the community.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Develops and adopts new ideas and practices	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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Comments:

**DIMENSION - PERSONNEL MANAGEMENT**

***SUB-CATEGORY 1 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in recruiting, selecting and promoting, to the extent possible, qualified, responsible and productive employees; complying with personnel rules and procedures; and being sensitive to, and in compliance with, Equal Employment Opportunity concerns.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Recruits, selects and promotes employees.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**

**DIMENSION - PERSONNEL MANAGEMENT**

***SUB-CATEGORY 2 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in evaluating subordinates in a thorough, fair, consistent and timely manner; providing feedback to employees during both day-to-day activities and in formal performance evaluations; using the evaluation process to motivate employees; working with employees in preparing employee development plans; and encouraging and providing employees with opportunities to develop themselves through in-service and external training programs. (Refer to employee Board presentations and District accomplishments.)\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Develops subordinates.	<b>Unsatisfactory</b>	<b>Meets Standards</b>	<b>Exceeds Standards</b>
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**Comments:**

**DIMENSION - PERSONNEL MANAGEMENT**

***SUB-CATEGORY 3 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in dealing with employees as individuals in an unbiased manner and treating employees and employee groups fairly; demonstrating sensitivity and responsiveness to employee concerns; supporting employees and standing up for their legitimate needs; inspiring employees and making them feel that they are part of a team; and maintaining a healthful and safe workplace environment.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Interacts with and responds to employees' needs (Includes the Union).	Unsatisfactory	Meets Standards	Exceeds Standards
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**Comments:**

**DIMENSION - DISTRICT FOCUS AND PUBLIC SERVICE ORIENTATION**

***SUB-CATEGORY 1 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in demonstrating commitment to organization-wide goals; establishing and pursuing personal professional goals; practicing interdepartmental cooperation, functioning as part of a District team; showing enthusiasm, cooperation, and dependability in dealing with others at all levels and in all parts of the organization; and maintaining awareness and knowledge of the operations and activities District-wide and within the scope of one's immediate responsibility.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Balance separation of organizational and personal professional goals with commitment to the organizational goals.	Unsatisfactory	Meets Standards	Exceeds Standards
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**Comments:**



**DIMENSION - DISTRICT FOCUS AND PUBLIC SERVICE ORIENTATION**

***SUB-CATEGORY 2 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in understanding and following policies, rules, procedures and directions of the Governing Board; contributing to improving policies, rules, procedures and directions, when necessary; and maintaining awareness of legal liability issues and taking action to eliminate or reduce legal risks.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Complies with Governing Board and governing body policies, rules, procedures and direction	Unsatisfactory	Meets Standards	Exceeds Standards
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Comments:

**DIMENSION - DISTRICT FOCUS AND PUBLIC SERVICE ORIENTATION**

***SUB-CATEGORY 3 of 3 - BOARD EXPECTATIONS:*** This element addresses performance in interacting with and demonstrating a positive public service orientation toward citizens, their public representatives and other governmental entities.\*

<b>MEETS STANDARDS OF BOARD EXPECTATIONS:</b> Interacts with citizens, the Governing Board and members of boards, committees and commissions.	Unsatisfactory	Meets Standards	Exceeds Standards
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Comments:

## RATING RECAP

### INSTRUCTIONS: **SNAPSHOT of SELECTED RATINGS**

- Previously selected performance ratings have been transferred automatically to the **SNAPSHOT** section below. Please use the **SNAPSHOT** as a reference for determining each **DIMENSIONS' FINAL RATINGS**.
- Final Ratings are defined as the most frequently selected ratings for a Dimension, or the only rating. Please review the following example:

#### **DIMENSION is LEADERSHIP**

Sub-Category	Directs the action and efforts of others towards a common purpose	RATING: MEETS
Sub-Category	Solves problems	RATING: MEETS
Sub-Category	Exhibits professional skills, habits, and behaviors	RATING: EXCEEDS

**DIMENSION RATING IS MEETS**

- If a rating is not clearly the most frequently selected for a Dimension, the rater is encouraged to click on the BACK button to review the previously selected ratings for that particular Dimension. The ratings' supporting comments should be reviewed as well for accuracy of evaluation. If no changes are made, then the rater determines the Final Rating for that Dimension without making changes to the previously selected ratings.
- After review of the **SNAPSHOT**, please move on to the next set of Instructions for **DIMENSIONS' FINAL RATINGS**.



**SNAPSHOT OF PREVIOUS SELECTIONS** (To make changes, please use the Back button):

**SAMPLE pgs 11-13**

**DIMENSION - LEADERSHIP**

<b>(1 of 3)</b> Directs the actions and efforts of others toward a common purpose	MEETS STANDARDS
<b>(2 of 3)</b> Solves problems	MEETS STANDARDS
<b>(3 of 3)</b> Exhibits professional skills, habits, and behaviors	MEETS STANDARDS

**DIMENSION - MANAGEMENT EFFECTIVENESS**

<b>(1 of 4)</b> Plans, prioritizes, organizes, and schedules resources to achieve goals	EXCEEDS STANDARDS
<b>(2 of 4)</b> Delegates and controls	EXCEEDS STANDARDS
<b>(3 of 4)</b> Communicates	EXCEEDS STANDARDS
<b>(4 of 4)</b> Plans and manages budgets and financial resources	MEETS STANDARDS

**DIMENSION - INNOVATIONS and SPECIAL CONTRIBUTIONS to the DISTRICT**

<b>(1 of 1)</b> Develops and adopts new ideas and practices	MEETS STANDARDS
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**PERSONNEL MANAGEMENT**

<b>(1 of 3)</b> Recruits, selects and promotes employees	MEETS STANDARDS
<b>(2 of 3)</b> Develops subordinates	EXCEEDS STANDARDS
<b>(3 of 3)</b> Interacts with and responds to employees' needs (includes the Union)	EXCEEDS STANDARDS

**DIMENSION - DISTRICT FOCUS and PUBLIC SERVICE ORIENTATION**

<b>(1 of 3)</b> Balance separation of organizational and personal professional goals with commitment to the organizational goals	EXCEEDS STANDARDS
<b>(2 of 3)</b> Complies with Governing Board and governing body policies, rules, procedures and direction	EXCEEDS STANDARDS
<b>(3 of 3)</b> Interacts with citizens, the Governing Board and members of boards, committees and commissions	EXCEEDS STANDARDS

**INSTRUCTIONS: DIMENSIONS' FINAL RATINGS****SAMPLE**

- Here, each DIMENSION is represented by only one (1) rating brought forward by the rater from the previous section, **SNAPSHOT**.
- The Final Ratings do not automatically transfer to this section, **DIMENSIONS' FINAL RATINGS**.
- The rater needs to manually input the Final Ratings.
- Comments are optional.

**DIMENSIONS' FINAL RATINGS\***

	Unsatisfactory	Meets Standards	Exceeds Standards
<b>LEADERSHIP</b>		X	
<b>MANAGEMENT EFFECTIVENESS</b>			X
<b>INNOVATIONS and SPECIAL CONTRIBUTIONS to the DISTRICT</b>		X	
<b>PERSONNEL MANAGEMENT</b>			X
<b>DISTRICT FOCUS and PUBLIC SERVICE ORIENTATION</b>			X

Comments:

**SAMPLE**

**OVERALL RATING** - Please review the **FINAL RATINGS** above and manually input the most frequently applied rating. Comments are optional.\*

	Unsatisfactory	Meets Standards	Exceeds Standards
OVERALL RATING			X

Comments:

If you wish to receive confirmation that your responses have been processed, please enter your email address in the field below. Thank you

gcarter@northwestfire.org

## END OF PERFORMANCE APPRAISAL

### NO MORE QUESTIONS

Thank you for completing the Fire Chief's Performance Appraisal. Your response will be compiled with those responses from the other Board Members who participated. A final report will be sent to you for review prior to the April 26, 2016, Governing Board Meeting, when the results will be reviewed and discussed in Executive Session.

Once the Performance Appraisal is completed and you have selected the **SUBMIT** button, please exit out of the Performance Appraisal by clicking on the X located at the upper right corner of the page.